



# **Muldraugh Hill**

## **BAPTIST CHURCH**

*"Growing Together by Sowing,  
Sharing, and Loving Others"*

At the October 9, 2019 Monthly Business Meeting, a motion was made to split the church secretary position into two separate positions: clerical and financial secretaries. The Personnel Committee was given the task to develop job descriptions for the two positions. And, the Constitution and By-Laws Committee was given the task to make changes to the Constitution and By-laws document to bring to the church for approval once the job descriptions were made available. At the December 4, 2019 Monthly Business Meeting, the Constitution and By-laws Committee was reminded of the need to add the changes of these two secretary positions to the Constitution and By-laws document. The Constitution and By-laws Committee met in January 2020 to follow-up with the task given them once the two job descriptions were made available to them. Because of the COVID-19 pandemic shutdown, the recommendations of the changes to be made to the Constitution and By-laws document could not be brought to the church. It is now the recommendation of the Constitution and By-laws Committee, and we make a motion at this Business Meeting, to make the following changes to the Constitution and By-laws document as noted in description of the Church Officers. Please also note in the Constitution and By-laws document, "changes in this constitution and bylaws may be made at any regular business meeting of the church, provided such amendments shall have been presented in writing at a previous meeting, and copies of the proposed amendment be furnished to each member present." Therefore, this motion will have to be tabled until the next Monthly Business Meeting to be voted on:

### Section 6 Clerical Secretary

The church shall elect or employ a church Clerical Secretary. The Clerical Secretary shall serve until the relationship is terminated by his or her request or the church's request. He or she shall give at least a thirty-day notice at the time of resignation before terminating his or her responsibilities as Clerical Secretary. The Clerical Secretary will provide clerical support to the pastor and deacons. The Clerical Secretary will handle all office tasks from filing to answering phone calls and responding to emails and will act as a liaison between the parishioners and administrative committees and/or staff. He or she shall be of high moral and Christian character in order to be a good representative for our church. See *Clerical Secretary* job description as written by the Personnel Committee for complete list of duties.

### Section 7 Financial Secretary

The church shall elect or employ a Financial Secretary. The Financial Secretary shall serve until the relationship is terminated by his or her request or the church's request. He or she shall give at least a thirty-day notice at the time of resignation before terminating his/her responsibilities as Financial Secretary. It shall be the duty of the Financial Secretary to receive, preserve, and pay out, all money, or things of value paid or given to the church, keeping at all times an itemized account of all receipts and disbursements. It is his or her

responsibility to communicate regularly with the finance committee and meet at a minimum on a quarterly basis to review the church's financial position. It shall be the duty of the Financial Secretary to render to the church at regular business meetings a financial report for the preceding month. As a member of the finance committee, the financial secretary will participate in the annual preparation of a church budget. He or she will prepare all required payroll reports and returns as required by the federal, state & local governments.

He or she shall also be responsible for preparing and mailing annually records of contributions to all contributing members. See *Financial Secretary* job description as written by the Personnel Committee for complete list of duties.