



## **Nomination Committee Announcement**

The Nomination period is now open for the following positions:

- 5 - Trustees
- 3 – Adult Church At-Large Board Members
- 1 - Pastoral Relations Representative
- 1 - Financial Secretary
- 1 – Treasurer
- 1 – Financial Membership Clerk
- 1 – Church Clerk

Nomination forms and position descriptions are located online, in the vestibule and the Welcome Center.

Please obtain permission from the person you are nominating before submitting his/her name and nomination.

All **COMPLETED** nomination forms must be returned online or to the box in the Church Office by the close of business on **September 27, 2024.**



## NOMINATION / APPLICATION FORM

### Instructions:

- Please be sure to obtain the approval of the person you are nominating before submitting this form.
- Please take into consideration the attached position's Duties and Responsibilities when making your nomination.
- Complete a separate form for each nominee.
- Forms are due **September 27, 2024.**
- **ANY INCOMPLETE NOMINATION FORMS WILL NOT BE ACCEPTED**

Please check the position you are applying for:

- Trustees
- Adult Church At-Large Board Members
- Pastoral Relations Representative
- Financial Secretary
- Treasurer
- Financial Membership Clerk
- Church Clerk

Nominee's Name:

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Daytime Phone No. \_\_\_\_\_

Email: \_\_\_\_\_

Cell Phone No. \_\_\_\_\_

**Note: Please briefly state why you are recommending this individual:**

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**Your Name:**

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**Your Daytime Number:**

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**Cell Number:**

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**Email Address:**

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**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please return all nomination forms electronically or deposit your completed form in the Nomination box located in the Church Office. A committee member will contact the nominee.

**Forms are due **September 27, 2024.****

## **TRUSTEE**

The Trustee Board of the Mt. Olive Baptist Church provides management of the church's finances, maintenance of the building and facilities, tracking of Church equipment, keeping all insurance policies up-to-date and ensures all legal requirements are met. The Trustee Board prepares the church's annual budget of expenses of the church with the assistance of the Senior Pastor, and Ministry Leaders. Trustees conduct short and long-term fiscal planning, maintain salary ranges and annually review salaries of those employed by the Church. Trustees are assigned to standing committees such as Budget, Human Resources, Maintenance and Finance Committees who manage and monitor the overall resources of the Church.

Additionally, Trustees:

- prepare policy and procedures for the financial administration of the church
- serve as liaisons to church committees and boards
- provide assistance with budget preparation, monitoring and amendments in conjunction with the Senior Pastor and Ministry Leaders of the church
- assist with expenditure requests, for Church ministries and events
- invest Church funds and manage bank accounts and investments
- account for and deposit tithes and offerings and other designated funds contributed and/or donated to the Church

## **ADULT CHURCH AT-LARGE BOARD MEMBER**

The Church Board shall consist of three (3) Adult Church At-Large members. The Church at large members serve as liaison/representatives of the Church body.

## **PASTORAL RELATIONS REPRESENTATIVE**

The Pastoral Relations Representative will serve as a liaison between the Pastor and the Congregation. This position will require attending all

quarterly Church Board Meetings. The representative will meet with the Pastor (as needed) to discuss any expressed needs or concerns from members of the congregation.

## **CHURCH CLERK**

The Church Clerk is responsible for keeping an accurate record of minutes of the Church taken at its regular Church Board meetings; Church meetings and any special call meetings. The incumbent independently performs the work based on directions received from the Pastor, Trustees and/or Church membership. The incumbent must possess a high degree of integrity and the ability to maintain confidentiality. The Clerk of the Church has primary contact with the Pastor, Assistant Pastor, Chair of the Deacon and Trustee Boards, Administrative Assistant, congregation and visitors. These contacts are for the purpose of gathering and disseminating information.

## **TREASURER**

The incumbent for this position must understand the concepts, techniques and technologies of the job, and consistently exhibit the required knowledge, skills and abilities to meet job expectations by overseeing the Church's financial resources in a cost-effective and prudent manner; demonstrating proficiency and sound job knowledge in financial management matters; establishing and implementing processes that ensure the accuracy, timeliness and quality of all work products and services; consistently and continuously applying knowledge of financial matters while serving as chief custodian of all church funds and bank accounts; identifying potential/actual problems regarding all Church financial matters, analyzing underlying causes and recommending workable solutions; and, establishing and maintaining an effective internal control system ensuring that efficient and sound business practices are exercised with regard to all Church financial matters. The incumbent must also possess a high degree of computer skills and knowledge of accounting software. Ability to communicate orally and in writing and possess knowledge of "Power Church" or other related software used to maintain Church financial records.

## **FINANCIAL SECRETARY**

The Financial Secretary works directly with the Treasurer and Membership Clerk to meet the overall goals of Mount Olive. Reports directly to the Treasurer with additional oversight by the Board of Trustees. The incumbent of this position has access to the Pastor, Trustee Board, Ministry Action Committee (MAC) Leaders, ministry heads, and church members. The incumbent must possess a high degree of integrity and confidentiality in dealing with the financial matters of the Church. The incumbent must also possess a high degree of computer skills and knowledge of accounting software. Ability to communicate orally and in writing; possess knowledge of "Power Church" or other related software used to maintain Church financial records. Must have an associate degree or higher which encompasses Accounting 1 & 2.

## **FINANCIAL MEMBERSHIP CLERK**

This position requires the employee to understand the concepts, techniques, and technologies of the job, and consistently exhibit the required knowledge, skills and abilities to fulfill job expectations by demonstrating proficiency in recordkeeping techniques. The employee must consistently and continuously apply relevant technical knowledge in performing the work; demonstrate sound job knowledge in records management systems; establish and maintain an effective internal control system; and oversee the church's membership records system in an effective and prudent manner. The employee must consistently and continuously pay attention to detail and ensure that all records are accurate and well organized.