

WYOMING BAPTIST CHURCH

P.O. Box 128, 484 Broadway Street
Wyoming ON NON 1T0



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Job Description: The Board of Management

Purpose: The Board of Management supervises and maintains all property belonging to the congregation as a way to honour God and to facilitate the ministry of the local church.

The Board of Management shall consist of the following:

- Chairperson of the Board of Trustees
- Church Treasurer
- Representative of the Board of Deacons
- Three other persons elected by the congregation.

Responsibilities:

1. Maintenance of all Church property. Keep abreast of and inform church of needed changes and/or repairs to facilities
2. Prepare the annual budget of the church.
3. Prepare financial statements for the May and October business meetings and for the annual meeting. The annual statement is to be audited.
4. Have general charge of its financial affairs, including effecting all plans adopted by the church for its support.
5. No persons or committee shall have authority to incur any debt in the name of the church without the sanction of the Board of Management.
6. Develop format for congregational and community use of facilities.
7. Complete Janitor's annual performance evaluation with recommendations for hiring and dismissal. Work with the janitorial staff in maintaining facilities.

Responsible To: The church membership through the Board of Deacons.

Each year at the Annual business meeting of the church, the congregation by a two-thirds majority vote of those present, shall authorize a dollar limit per single item that the Board of Management may spend without additional permission by the congregation. Should the congregation fail to set the dollar limit for the current year at the Annual business meeting, the limit set for the previous year shall apply until the congregation sets the dollar limit at a future business meeting held during the current year.

Qualifications:

- Be a member or adherent in good standing, regularly attending worship services
- Be at least 21 years old
- Maintain confidentiality
- The chairperson must be a member of the church, to be elected by the Board at the first meeting of the Board following the Annual meeting of the church.
- Have completed a police check