

## **JOB DESCRIPTION: SECTIONAL SECRETARY-TREASURER**

### **1. OVERVIEW**

The South Texas District is comprised of eight sections. Each section has both a presbyter and a secretary along with a full complement of departmental officers. The role of the secretary is important in the proper functioning of a section. Under the oversight of the presbyter, the sectional secretary-treasurer (hereafter referred to as the “secretary”) is responsible for a variety of duties which help foster an overall spirit of unity amongst the ministers of the section.

### **2. QUALIFICATIONS.**

The secretary must be a male of at least thirty years of age, a minister in good standing with the organization for at least two years, general licensed or ordained at least one year, loyal to the organization and a cooperating member of the section at least one year (Article II, Section 5 of STX District Constitution).

### **3. DUTIES.**

The secretary’s duties include but are not limited to the following:

- 1) **Minutes.** The secretary records and keeps the minutes of any sectional conference, business meeting or planning session.
- 2) **Books.** The secretary is responsible for receiving and disbursing all funds in the section and reporting the same to the presbyter, district secretary and section.
- 3) **Calendar.** It is the secretary’s responsibility to maintain an accurate calendar of events for the section.
- 4) **Directory.** The secretary should endeavor to keep an accurate directory of the ministry and churches within the section and to keep the presbyter and district secretary informed of any changes.
- 5) **Records.** The secretary should maintain files of any papers, correspondence, or materials regarding sectional business.

- 6) **District Conference.** The secretary is to serve as a member of the Tabulating Committee at District Conference.

#### 4. PROCEDURES.

##### 1) **Keeping of the Minutes.**

- The minutes should begin by stating the place, date, chairman and purpose of the meeting. If the meeting does not involve the entire section, but a group within the section, each person participating in the meeting should be listed as well.
- Minutes are not necessarily a detailed set of notes concerning the discussion of the meeting. Rather, the minutes should reflect the order and nature of business conducted, motions offered and decisions rendered.
- Each decision should be noted as passed by consensus or by a formal motion. The latter is seen in the minutes as having both a motion, second, and a record of the motion as having passed or failed. It is customary for the names of the parties making and seconding the motion to be listed in the minutes, but it is not necessary.
- After the meeting, a preliminary copy of the minutes is provided to the presbyter for his review. After his perusal, the minutes are filed and read at the next meeting.
- Business sessions are generally not recorded in an audio or visual format. If these sessions are recorded, it should be so stated in the session and in the minutes. The recordings should also be filed with the minutes.

##### 2) **Financial Procedures.**

- **Setting up a bank account.** A bank account is opened in the section's name in a bank convenient to the secretary. The account should be set up on a "month-end" cycle where the statement cuts off on the last day of the month to match the district's books. Many community banks

will allow such an account to be considered “nonprofit” and will waive any monthly service charges. The secretary and presbyter are listed as signatories on this account although only a single signature is required.

The bank will generally require the following material to open up a bank account. a) the declaration page from the district’s articles of incorporation, b) the district’s federal identification number or “EIN”, c) the identity and titles of the two signatories on the account, d) the driver’s license and Social Security numbers of both the presbyter and the secretary, e) completion of a bank-provided corporate resolution or a nonprofit authorization.

- **Setting up the books.** Generally, there are not many transactions in a sectional account. However, for the sake of accuracy and convenience, the secretary might consider organizing the section’s books on a program such as Microsoft Money or Quicken. Although a single bank account is maintained, the secretary should be able to segregate the funds within that account in one of the following: General, Home Missions, Foreign Missions, Youth, Children, Ladies, Men, Spanish, or Media Missions.

For example, the sectional Youth department might receive a SFC rebate or an offering from a rally. The secretary deposits this in the section’s bank account and records this in the books under Youth receipts. Any expenses paid by the youth would be written from the section’s bank account and recorded in the books as a Youth expense.

- **Reporting.** The secretary should provide the presbyter and district secretary monthly financial reports summarizing the activity of the section. The report should include a copy of the month’s bank statement and reconciliation. The monthly report form can be obtained in printed and digital format from the district secretary.

The report begins with the preceding month’s ending balance. The deposits are shown next listed by date, amount and fund. Checks are then listed by date, amount, and fund. An ending balance is then listed which should

be identical to the check book's balance. This ending balance is also the amount reconciled to the bank statement.

At year's end, the secretary prepares a summary of the twelve monthly reports comprising the year. This report is sent to the presbyter and district secretary. The secretary will also present this report to the sectional conference.

- **Receiving Funds.** The secretary receives all funds of the section. Funds are typically received from the district office in the form of tithing rebates which are earmarked for the section's General Fund and various departmental rebates which are placed in the suitable fund. Offerings will also be received at various rallies and meetings. All sectional monies received by the secretary should be deposited in a timely manner.
- **Disbursing Funds.** The secretary disburses all funds of the section in the form of checks. Any disbursement of departmental funds is usually requested and approved by that department's director. The presbyter is generally provided a few checks in the case of emergencies.

Generally, the secretary should bring checks with him to sectional functions to pay any necessary bills. If the secretary is not to be present at the meeting, checks should be written in advance and provided to the responsible person in charge. Blank, signed checks should not be sent from the secretary's office.

On occasion, a department will conduct a rally or meeting at a local church where the offering will be received and deposited in the church's account. Expenses for the meeting are also paid by the church and excess funds are remitted to the section's secretary. Although this is not the preferred method of receiving and disbursing funds, it is a practical means of doing so. In this event, the secretary should receive a summary of monies received and disbursed for his files.

The presbyter and department directors receive no monthly salary from the section. The secretary, however,

is permitted a small monthly salary ranging from \$25 to \$100 per month as approved by the presbyter. The presbyter, secretary, and department directors should each receive a nominal offering from \$50 to \$200 to defray the expenses associated with district conference.

Any person who receives annual compensation in excess of \$600 should receive a 1099 at year's end. The secretary should provide the names, addresses, Social Security numbers, and compensation to the District Secretary no later than January 15 so that a 1099 might be filed.

**3) Miscellaneous Procedures.**

- The secretary should maintain the calendar of the section's activities and publish the same to the ministers in his section. Any event on the calendar should be cleared by the presbyter.
- The secretary should maintain the directory of the section's ministers and churches. This directory should be published along with the calendar. Any changes to the directory should be communicated with the district secretary.
- In the event a new secretary is elected, all existing sectional records including minutes, papers, calendars, directories, bank statements, check book, files, and any other information should be transferred to the new secretary. If the existing bank is convenient to the new secretary, a new signature card can be completed to remove the previous secretary and add the new secretary. If the existing bank account is inconvenient to the new secretary, a new bank account should be opened and the previous account closed. Notation of this should be included on the monthly report.
- In the event a new presbyter is elected, a new signature card should be completed to reflect this.
- No real property is to be held in the section's name.