

## Chapter 6

### LOCAL CHURCH OFFICERS AND COMMITTEES

#### A. List of Local Church Officers, Boards and Committees

**800.** The following summarizes for quick reference the various officers, boards and committees of the local church:

- (1) The church *shall* have:
  - auditor or auditing committee (863)
  - board of administration, local (750-782)
  - church secretary (830)
  - church treasurer or business manager (842)
  - delegate to district conference (965; 1086; 1100-1109)
  - offering teller (845:3)
  - pastor (675-725)
  - trustees (850-859)
  - vice-chair of local board of administration (773)
  
- (2) The church *may* have:
  - advisory committee (795)
  - assistant treasurer (845:1)
  - associate or assistant pastor (735-744)
  - building committee (856:6)
  - children's church director, staff and committee (880:2, 7-8)
  - Christian education board (875-880)
  - Christian education director (880:5)
  - Christian Youth Clubs International director, staff and committee (915; 920:1-2)
  - communion committee (873)
  - Church periodicals director (840)
  - custodial staff (782:16; 856:5)
  - day care and/or day school committee (655:18, 19; 782:35-36; 1233:34)
  - director of discipleship (890)
  - educational director (926)

- evangelism director and committee (935; 960)
  - fellowship committee (880:19)
  - finance and stewardship committee (865-868)
  - financial or tithing secretary (845:2)
  - judicial committee (970; 5110)
  - lay leader (833)
  - literature secretary (928)
  - missions director and committee (930; 955)
  - musicians and music committee (870-873)
  - nominating committee (820-823)
  - office staff (725:29; 782:16)
  - Sunday school superintendent, staff and committee (885-913)
  - usherings committee (873)
  - vacation Bible school superintendent, staff and committee (880:2, 7-8)
  - witness and membership committee (835-837)
- (3) The church *may* have the following auxiliary officers and committees:
- Wesleyan Men officers and committees (7125-7130)
  - Wesleyan Women officers and committees (7325-7330)
  - Wesleyan Youth officers and committees (7530)
  - Young Adults International officers and committees (7730-7740)
  - Wesleyan Kids for Missions coordinator (7330:7)

## B. General Regulations

### 1. Minimum Organization

**807. Developing church.** A developing church may operate without any regularly constituted officers other than the pastor, but will ordinarily have a local advisory council of three to five members appointed by the district superintendent in cooperation with the pastor. The pastor and these members will form the local advisory council. This council may then appoint such other officers and committees as are needed and for which qualified personnel are available. (Cf. 510:3; 7125:4; 7325:4; 7530; 7730:4.)

**810. Church.** An established church, in addition to the local church conference and the local board of administration, shall have a minimum organization consisting of a local church secretary (830), a local church treasurer (842), an offering teller (845:3), an auditing committee (863) and a

board of trustees consisting of at least three members (850-859). Normally it would have a Sunday school superintendent and staff (889-910). Additional offices, positions and committees may be added as provided herewith by the local church conference and the local board of administration as need requires and as qualified personnel are available.

## 2. Church Officers

**815.** The church officers shall include all members of the local board of administration, local church trustees, lay leader, delegates to district conference and assistant treasurer, who shall serve subject to the following regulations:

(1) They must be covenant members of the local Wesleyan church electing them (302:3).

(2) They shall be elected by the local church conference at its annual session (315:5-7; cf. 820-823), except assistant treasurers (see 845) and persons filling offices designated by the local church conference as *ex officio* members of the local board of administration but chosen by the local board of administration (cf. 752). Vacancies occurring between annual sessions of the local church conference shall be filled for the unexpired term by the local board of administration. Vacancies may occur by death, by cessation of membership in The Wesleyan Church, by resignation from office or by removal (815:4).

(3) They shall carry out their duties as given in *The Discipline* and as further defined by the local church conference and the local board of administration.

(4) They shall be under the general supervision of the pastor, shall be amenable to the local church conference, and may be removed for cause or when the best interests of the church so require, upon recommendation of the local board of administration and by a majority vote of the local church conference, or as otherwise provided for (cf. 752:1; 815:2; 825:4).

## 3. Nominating Committee

**820.** Each established church may have a nominating committee consisting of the pastor as chair and two covenant members elected by the local board of administration from its membership (655:3; 782:21). The local church conference may, at its option, elect up to four additional covenant members who are not members of the local board of administration. If the local church conference does not exercise its option to elect at least one

additional covenant member, then the local board of administration shall elect one additional covenant member who may or may not be a member of the local board of administration.

**823.** When a nominating committee has been established, it shall present to the local church conference, at its annual session, nominations for each of the following officers: lay leader (if any), local church secretary, local church treasurer (if any), the Sunday school superintendent (if any), and one or more trustees (850). One or more names shall be presented for each office (cf. 755). The nominating committee shall present, at the properly announced session of the local church conference (cf. 965; 1103), nominations for as many delegates to the district conference as the district board of administration shall determine (1100). The nominating committee may be used for other nominations as ordered by the local church conference, or as ordered by the local board of administration for positions elected by the board (cf. 825).

#### **4. Other Positions**

**825.** Persons holding positions of service within the local church, other than those specifically designated as church officers in 815, and including membership on committees, shall be governed by the following regulations:

(1) They shall be covenant members of the local Wesleyan church electing them in those instances in which *The Discipline* requires it.

(2) They shall be elected annually by the local board of administration (782:22, 24), or as otherwise provided (cf. 880:7).

(3) They shall carry out their duties as given in *The Discipline* and as further defined by the local church conference and local board of administration.

(4) They shall be under the general supervision of the pastor, shall be amenable to the local board of administration, and may be removed for cause or when the best interests of the church so require, by a majority vote of the local board of administration.

(5) Vacancies may occur by death, by cessation of membership in The Wesleyan Church, by resignation from office or by removal (825:4) and shall be filled for the unexpired term by the local board of administration.

#### **5. Installation Service**

**828.** Those elected to church offices and to other positions of service within the local church may be installed in office at an annual installation service following the ritual given in 5915-5925.

## C. Witness and Membership

### 1. Church Secretary

**830.** The local church conference, at its annual session, shall elect by ballot, from among its covenant members, a church secretary (cf. 820-823), to serve for one year or until a successor is elected. The church secretary shall be an *ex officio* member of the local board of administration (775). General regulations covering this office are given in 815. The duties and powers of the local church secretary shall be:

(1) To record correctly and to preserve faithfully the minutes of all sessions of the local church conference and the local board of administration.

(2) To maintain the local church's record of membership, record of baptisms, marriages and pastoral terms, and other information essential to a permanent written record of the life and ministry of the church (610).

(3) To issue, in conjunction with the pastor, all letters of transfer, recommendation and withdrawal (575; 590-592; 6000-6040); and to sign, in conjunction with the pastor (725:28), licenses for lay ministers granted by the local church conference (655:7; 782:19).

(4) To send to the district secretary a certified list of lay delegates to the district conference duly elected by the local church conference, immediately upon their election, and subsequently to certify an alternate delegate (cf. 965; 1100-1109).

(5) To have custody of all record books of all departments of the church, including auxiliary organizations, after such books are full or in disuse, and to take whatever steps are necessary to preserve them and other historical records and materials, as directed by the pastor and the local board of administration.

### 2. Lay Leader

**833.** The local church conference, at its annual session, may elect by ballot, from among its covenant members a lay leader (cf. 820-823), who shall serve for one year or until a successor is elected, and whose function shall be to assist the pastor in such manner as the pastor shall recommend and the local church conference shall approve. General regulations concerning this office are given in 815. The duties of the lay leader may include any or all of the following: member *ex officio* of the local board of administration (752), leader under the pastor's direction of church prayer meetings or of small

groups, classes or neighborhood prayer cells for the deepening of spiritual life and home evangelism.

### **3. Committee on Witness and Membership**

**835.** The local board of administration may establish a committee on witness and membership, composed of the pastor, the vice-chair of the local board of administration, the local church secretary, the lay leader (if any) and such other members as the local board of administration shall elect. The local board of administration shall name a board member as chair of the committee, and the committee shall choose its own vice-chair and secretary. General regulations governing membership on this committee are given in 825.

**837.** The local board of administration shall assign such duties to the committee on witness and membership as it deems best, including any or all of the following:

(1) To conduct the examination of candidates for membership; to counsel with members concerning any failure to observe the Covenant Membership Commitments (265); to have initial responsibility in the annual revision of the membership roll; to assist the pastor in any attempts to restore members who have ceased to attend or support the church; and to make recommendations concerning all these matters to the local board of administration in accordance with the principles of Christian discipline (268; 782:7-12).

(2) To make recommendations to the local board of administration concerning revivals and other evangelistic efforts.

(3) To alert the local church to its responsibilities in the area of community social and political reform, recommending courses of action it deems necessary to the local board of administration (cf. 410).

(4) To nominate, for election by the local board of administration, such standing or special subcommittees as the local board of administration shall approve, with a member of the committee as chair of each.

### **4. Local Director for Church Periodicals**

**840.** The local board of administration, at the time of its annual election, may elect a director for church periodicals to serve for one year or until a successor is elected. General regulations concerning this office are given in 825. The director for church periodicals shall be responsible to organize and manage the subscription campaign for the district and Church periodicals in cooperation with the pastor (725:26) and auxiliary solicitors.

## D. Finance and Stewardship

### 1. Church Treasurer

**842.** The local church shall have either a local church treasurer or a business manager. If there is a church treasurer, that officer shall be elected by the local church conference, at its annual election, by ballot, from among the covenant members, to serve for one year or until a successor is elected. Or the local church conference may authorize the local board of administration to appoint a treasurer or to appoint or employ a business manager who will assume the duties of the treasurer. The financial concerns may be represented on the local board of administration by the church treasurer or the business manager or the chair of the finance and stewardship committee as provided in 865. The duties and powers of the person charged with the local church treasury are:

(1) To receive, hold and disburse, as ordered by the local church conference or the local board of administration, and in harmony with the financial plans of the general church and of the district, all moneys of the local church, including such of the departments and auxiliary organizations as the local board of administration shall order. All funds raised by the local departments, other than the auxiliaries, for general church or district work or for purposes other than local church work, and all money or pledges raised by representatives of the general church or district in deputation work, shall be transferred to or placed in the local church treasury and shall be disbursed for their designated purpose by the local church treasurer.

(2) To keep complete and accurate records of all moneys raised and of the manner in which they are disbursed, and to provide the pastor with information concerning the same as the pastor shall require.

(3) To make monthly reports to the local board of administration, which should be duplicated and distributed to the members of the church, and to make reports to all regular sessions of the local church conference.

(4) To make monthly remittances of all USF and district funds to the district treasurer and remittances of all other General Church funds to the General Treasurer or directly to the general department for which the funds are intended.

(5) To issue receipts annually to all regular contributors showing their total tithes and offerings and the various items of giving, and to issue other receipts as requested or by order of the local board of administration.

(6) To submit all books for audit by the auditing committee annually (863), or more frequently if so ordered by the local board of administration,

and to submit to the local board of administration the complete treasurer's records at such time as the person shall cease to hold the office of treasurer.

**845.** Assistants for the local church treasurer are provided for as follows:

(1) An assistant treasurer may be elected by the local board of administration, with authority to sign checks when the treasurer is unable to do so.

(2) A financial secretary or tithing secretary may be elected by the local board of administration to assist the treasurer in keeping the record of individual tithes and offerings (842:5).

(3) One or more tellers shall be elected by the local board of administration to assist the treasurer in the counting of all tithes and offerings, all moneys being counted by two or more persons and recorded as to date of reception, purpose of the offering, and amount. These records shall be preserved and made available to the auditor or auditing committee.

## 2. Board of Trustees

**850. Election.** The local church conference, unless the duties and powers of the board of trustees have been delegated to the local board of administration, shall elect by ballot from among its covenant members a board of trustees (cf. 315:6; 820-823), three to seven in number, one or more being elected at a given annual session for a term of three years, so that the terms of all shall not expire at the same time, or they may be elected to serve until their successors are elected; provided that the manner and conditions of election may be altered to conform to the local laws. At least one of the trustees shall be designated annually by the local church conference as a member of the local board of administration (752). If the local church conference delegates the duties and powers of the trustees to the local board of administration, that board may from its membership elect from three to seven to serve as the board of trustees. General regulations covering this office are given in 815.

**853. Organization and Procedure.** The board of trustees shall meet following the annual session of the local church conference to elect a chair, vice-chair and secretary, and shall meet at such other times as ordered by the local board of administration or as made necessary by their duties.

**856. Duties and Powers.** The local board of trustees shall carry out their duties as required by *The Discipline* (cf. 4500-4780) and shall be responsible:

(1) To carry out the instructions of the local church conference and the local board of administration in supervising, controlling, maintaining and improving all church property (315:6; 655:13; 782:27).

(2) To supervise such expenditures as have been approved by the local church conference or the local board of administration for repairs, improvements and alterations.

(3) To attend to all legal matters regarding the acquisition, purchase, sale, mortgage, transfer or other disposition of property as properly authorized (4700-4720); to see that titles are correct, contain the proper trust clause (4610), are approved by the district superintendent (1310:11; 4700:5), and are recorded (4540); and to see that property and legal records are properly stored (4760).

(4) To attend to all other legal matters pertaining to the local church, as authorized and directed by the local church conference or the local board of administration, including renting property, borrowing money and receiving and administering bequests and trusts.

(5) To nominate to the local board of administration all custodians.

(6) To serve, unless the local church conference shall order a larger or separate committee, as a building committee for the planning and erection of a new sanctuary, educational unit or parsonage or a major remodeling program and to assist the pastor in preparing and submitting all building plans to the district building committee for their approval (1345).

(7) To carry out the directions of the local church conference or local board of administration concerning the purchase, sale, mortgage, transfer or other disposition of property, provided that such transactions have been approved by the district building committee and district board of administration as set forth in 4700-4780.

(8) To make recommendations to the local board of administration concerning sufficient property and liability insurance on the property and for any vehicles owned and operated by the local church, and to carry out the instructions of the local board of administration in securing such insurance (782:28).

(9) To make such reports as are requested by the local church conference or the local board of administration.

**859. Restrictions.** The local board of trustees shall be subject to the following restrictions:

(1) The local board of trustees must carry out the instructions of the local board of administration, the local church conference and the district board of administration. If a local trustee refuses to carry out such instructions when the instructions meet all the requirements of local laws and of *The Discipline*, the trustee may be removed from office as given in 815:4 (cf. 4530).

(2) The local board of trustees cannot mortgage or otherwise encumber local church property without the express authorization of the local church

conference and the approval of the district board of administration as set forth in 4700-4720.

(3) The local board of trustees cannot deny the use of the parsonage, church building or other local church buildings, to the pastor who has been duly appointed by the district conference or district board of administration, nor the use of the church building to the membership of the local church and duly elected officials of The Wesleyan Church (cf. 4770).

(4) The local board of trustees cannot divert church property from The Wesleyan Church (4550; 4780).

(5) When a church is reclassified as a developing church (cf. 518:5; 1233:29), the office and power of the local board of trustees shall cease, and all property shall pass directly under the control of the district board of administration (cf. 4670).

### **3. Auditing Committee**

**863.** The local board of administration shall be responsible to provide for the annual auditing of the books of the local church treasurer and of all departmental and auxiliary treasurers, either through the election of an auditing committee or the employment of an auditor. If an auditing committee is used for some or all of the treasuries, it shall consist of one to three persons. A report to certify the results of the annual audit shall be presented to the local board of administration. General regulations concerning committee members are given in 825.

### **4. Committee on Finance and Stewardship**

**865.** The local board of administration may establish a committee on finance and stewardship. The local board of administration shall name a board member as chair of the committee, and the committee shall choose its own vice-chair and secretary. General regulations governing membership on this committee are given in 825.

**868.** The local board of administration shall assign such duties to the committee on finance and stewardship as it deems best.

### **E. Worship**

**870.** Musicians, including song leaders, choir directors, organists and pianists shall be appointed by the pastor (cf. 725:5). The local board of administration may appoint or, if authorized by the local church conference,

may employ a minister or director of music nominated by the pastor (738-744). The duties of the minister or director of music shall be defined by the pastor and the local board of administration. General regulations covering these offices are given in 825.

**873.** The local board of administration may establish committees on music, ushering and communion services, electing their members and defining their duties. General regulations governing membership on such committees are given in 825.

## F. Christian Education

### 1. Local Board of Christian Education

**875. Membership.** The local board of administration shall serve as or shall establish a local board of Christian education (782:24). The pastor shall serve as chair unless the pastor shall recommend and the local board of administration shall assign this duty to another member of the local board of administration, such as the associate or assistant pastor or other qualified person. If a separate board is established, the local board of administration shall determine its membership, electing qualified members in keeping with the provisions of 825 and/or designating *ex officio* members from among the heads of the various educational agencies and auxiliaries (870; 889; 920-928; 7130:2; 7330:7), assigning such duties to it as the local board of administration deems fit (cf. 880). The local board of Christian education shall elect its own secretary.

**878. Age-level Divisions.** Whenever the local board of Christian education shall so recommend, and the local board of administration shall so authorize, the local board of Christian education may organize its members and such other educational leaders and workers as it shall choose into three age-level committees: the children's committee, the youth committee and the adult committee. Each committee shall be organized with a chair and a secretary, and shall serve to coordinate all educational and fellowship activities conducted by the local church or any of its branches for the age level assigned.

**880. Duties and Powers.** The duties and powers of the local board of Christian education shall be:

(1) To study, organize, promote and conduct, under the leadership of the pastor, and subject to the direction of the local board of administration, the total program of Christian education for the local church, in keeping with

the denominational objectives for Christian education (2300), and the standards established by the General Board and promoted through the General Departments of Spiritual Formation, and Education and the Ministry.

(2) To establish, structure and supervise, in keeping with *The Discipline*, and the standards adopted by the General Board, such educational agencies as are authorized by the local board of administration, including the Sunday school, Christian Youth Clubs International, Wesleyan Youth, Young Adults International, Wesleyan Kids for Missions, children's church, weekday church school, released time classes and vacation Bible school.

(3) To coordinate all educational agencies (cf. 880:2), activities and functions of the local church, setting goals, evaluating procedures, exploring new areas of need and assigning responsibilities to the various departments and auxiliaries.

(4) To determine, in keeping with *The Discipline* and the standards adopted by the General Board, the curricula of the various agencies, always using curriculum materials approved by the General Board and secured from the Wesleyan Publishing House.

(5) To recommend to the local board of administration for the consideration of the local church conference the appointment and/or the employment of a minister or director of Christian education, and to advise the pastor and the local board of administration in defining all duties. Such a person must be a covenant member of the local church appointing and/or employing the person (cf. 738-744).

(6) To enlist and train administrators and teachers for all phases of the local church's educational task, in keeping with the leadership training program adopted by the General Board.

(7) To submit nominations, or to appoint a committee of its membership to submit nominations, to the local board of administration for all Sunday school officers other than the superintendent, all Sunday school departmental supervisors and teachers, CYCI director, children's church director and vacation Bible school superintendent, and to elect all other officers and teachers except the officers of Wesleyan Youth and WKFM unless the local board of administration instructs the church nominating committee to fulfill these duties (820-823).

(8) To appoint administrative committees for each educational agency other than WY (7530:3f) or Young Adults International (7740:4) or WKFM (7330:7), including in each such committee the executive officer involved and other workers or advisors as shall be deemed best (cf. 903; 920:2).

(9) To remove from office by majority vote any worker elected by the

local board of Christian education when such is in the best interest of the work, and to recommend to the local board of administration the removal of any officer or teacher in local Christian education (875-928) elected by the local board of administration.

(10) To organize a training hour, providing for all age levels, selecting the necessary leaders and instructors and assigning responsibilities to the appropriate agencies (cf. 880:2-3).

(11) To assist the pastor and the local board of administration in conducting classes in membership preparation (cf. 725:11; 782:7; 2300:5).

(12) To conduct or assign responsibility for conducting workers' conferences.

(13) To recommend to the local board of administration modifications or enlargement of educational facilities, and the purchase of educational equipment including audiovisuals; to allocate space for various schools and agencies, both for assemblies and classes; and to supervise the storage and use of all equipment.

(14) To promote the interests of The Wesleyan Church educational institutions in cooperation with the General Director of Education and the Ministry, the officials of the general educational institutions within the area and the district educational director.

(15) To conduct extension classes and branch Sunday schools when such are properly authorized (cf. 655:15; 782:5).

(16) To minister to persons on nearby college campuses and military bases in keeping with the programs promoted by the General Department of Spiritual Formation.

(17) To observe such special days as shall be designated by the General Board and promoted by the General Departments of Spiritual Formation, and Education and the Ministry, and as shall be designated by district agencies.

(18) To be responsible for special programs, such as Christmas and vacation Bible school, assigning responsibilities as it deems best, with all plans subject to the approval of the pastor and the local board of administration.

(19) To serve as a committee on fellowship, or to nominate a subcommittee on fellowship for election by the local board of administration.

(20) To encourage and direct ministries of Christian family life in order to enrich the quality of homes and families within the local church constituency.

(21) To nominate, for election by the local board of administration, such standing or special subcommittees as the local board of administration shall approve, with a member of the local board of Christian education as chair of each.

(22) To exercise full authority in such of the duties covered under 880:1-21 as shall be delegated by the local board of administration.

## 2. Sunday School

### a. Function

**885.** Each local church shall provide for systematic Bible study. The Sunday school normally serves as the basic agency for such study.

### b. Administration

**887. General.** The Sunday school shall be governed by the local church conference and the local board of administration through the local board of Christian education, under the general supervision of the pastor. Immediate administration shall be the responsibility of either a Sunday school superintendent and a Sunday school committee or a minister or director of Christian education. If administration is through a superintendent and a committee, the structure outlined in paragraphs 889-910 shall be followed. If administration is through a minister or director of Christian education, the local board of administration may determine the structure and assign responsibilities as it sees fit. In all cases, administrators shall carry out their assignment in keeping with *The Discipline*, the *General Board Policy for Spiritual Formation*, the standard adopted by the General Board and promoted through the General Department of Spiritual Formation, and the programs of the general department and of the district Sunday school committee.

**889. Sunday School Superintendent.** The local church conference, at its annual session, may elect by ballot, from among its covenant members, a Sunday school superintendent (cf. 820-823), to serve for one year or until a successor is elected. The superintendent shall be an *ex officio* member of the local board of administration (752), unless the local church conference by prior action has voted to eliminate the Sunday school superintendent as an *ex officio* member of the local board of administration. General regulations concerning this office are given in 815. The duties and powers of the Sunday school superintendent shall be:

(1) To have executive supervision of the Sunday school, administering its affairs in keeping with the provisions of 887.

(2) To consult with the pastor and the Sunday school committee, if there is such (903), on all major decisions.

- (3) To promote interest in and attendance at the school.
- (4) To have immediate supervision of each session of the school, seeing that each department and class has the necessary leaders and that order is maintained.
- (5) To counsel with the teachers about their work.
- (6) To conduct the assembly periods, unless such are assigned to departmental supervisors and to maintain variety and interest in the assembly periods.
- (7) To make a full report of statistics and general information to the local board of administration quarterly, to the local church conference at each regular session and to the General Department of Spiritual Formation and the district Sunday school secretary as required (cf. 895).

**890. Director of Discipleship.** If a church seeks to provide a comprehensive approach to discipleship, including both Sunday school and small groups, upon vote of the local church conference it may elect a director of discipleship in place of a Sunday school superintendent. The director of discipleship will assume the Sunday school superintendent's responsibilities as outlined in 889, plus assume full responsibility to administer and coordinate weekday small groups under the direction of the pastor and local board of administration, seeking to provide a fully coordinated approach in local church Christian education and discipleship.

**895. Sunday School Secretary.** The local board of administration shall, at the time of its annual election (782:22; 825), elect from nominations submitted by the local board of Christian education (875; 880:7), a Sunday school secretary, to serve for one year or until a successor is elected. The Sunday school secretary shall keep complete and accurate minutes of all sessions of the Sunday school committee, maintain complete records of enrollment, attendance, absentees, visitors and such other items as shall be required, and assist the pastor and the Sunday school superintendent in the preparation of reports involving Sunday school statistics. The local board of Christian education shall appoint such assistants as the Sunday school secretary shall require.

**898. Sunday School Treasurer.** The local board of administration may, at the time of its annual election (782:22; 825), elect from nominations submitted by the local board of Christian education (875; 880:7), a Sunday school treasurer, to serve for one year or until a successor is elected. Or the local board of administration may recommend, and the local church conference order, that the Sunday school funds be received by the local church treasurer as part of a common treasury. If there is a separate Sunday school treasurer

elected, that person shall receive, hold and disburse the Sunday school funds as ordered by the local board of administration, reporting concerning all receipts and expenditures to the local board of administration monthly, and to each regular session of the local church conference. All general church and district funds raised by the Sunday school shall be transferred to the local church treasurer for forwarding to the proper destination (842:1).

**900. Sunday School Departmental Supervisors.** The local board of administration may, at the time of its annual election (782:22; 825), elect from nominations submitted by the local board of Christian education (875; 880:7) a supervisor for each department (cf. 913). The departmental supervisor shall assist the Sunday school superintendent, being responsible for the general operation of the department including the assembly period of the department, and the immediate supervision of each session of the department (cf. 889:4). The local board of Christian education shall appoint such other departmental officers as may be needed.

**903. Sunday School Committee.** The immediate administration of the Sunday school may be vested in a Sunday school committee, subject to the approval of and correlated with the plans of the local board of Christian education. It shall be composed of the Sunday school superintendent as chair, the pastor (or if the pastor prefers, the associate or assistant pastor), assistant superintendent, secretary (who shall serve as secretary of the committee), treasurer and the departmental supervisors.

**906. Sunday School Teachers.** The local board of administration shall, at the time of its annual election (782:22; 825), elect from nominations submitted by the local board of Christian education (875; 880:7) such Sunday school teachers and assistants as are needed, to serve for one year or until their successors are elected.

**910. Amenability.** General regulations covering the amenability, removal and filling of vacancies for Sunday school officers, departmental supervisors and teachers elected by the local board of administration are found in 825. All others appointed by the local board of Christian education are amenable to the local board of Christian education and can be replaced as it sees fit.

### c. Organization

**913.** Guidelines for organization of Sunday school shall be provided through the *General Board Policy for Spiritual Formation* and the standard adopted by the General Board and promoted through the General Department of Spiritual Formation.

### 3. Christian Youth Clubs International

**915.** Each local church may maintain a local chapter of Christian Youth Clubs International (920).

**920. The local CYCI chapter shall be organized as follows:**

(1) **Local CYCI Staff.** The local board of administration shall, at the time of its annual election (782:22; 825), elect from nominations submitted by the local board of Christian education (875; 880:7) a local CYCI director, to serve for one year or until a successor is elected. The local CYCI director shall be chair of the CYCI committee (880:8; 920:2). General regulations concerning this office are given in 825. The local CYCI director shall seek to qualify as quickly as possible for certification by the General Department of Spiritual Formation as a local director. All other CYCI workers, including age-level directors and squadron leaders, shall be appointed by the local board of Christian education, shall be amenable to it, and may be replaced by it as it deems necessary.

(2) **Local CYCI Committee.** The local CYCI shall be administered by a CYCI committee, consisting of the local CYCI director as chair and of others appointed by the local board of Christian education (880:8). The work of the CYCI committee shall be subject to the approval of and correlated with the plans of the local board of Christian education. General regulations governing membership on this committee are given in 825.

(3) **Correlation.** Whenever it is impractical for a local church to maintain CYCI and Wesleyan Kids for Missions (950) separately, the local board of administration may authorize the CYCI to make full use of the WKFM program of missionary education and promotion, and to channel missionary dues and offerings as if they were WKFM funds (7335:2).

### 4. Wesleyan Youth

**922.** Each local church may maintain a local chapter of Wesleyan Youth (7500-7545).

### 5. Young Adults International

**924.** Each local church may maintain a local chapter of Young Adults International (7700-7745).

## **6. Local Educational Director**

**926.** The local board of administration may, at the time of its annual election (782:22; 825), elect a local educational director, to serve for one year or until a successor is elected. General regulations concerning this office are given in 825. The local education director shall promote the interests of the general educational institutions within the area, in keeping with the programs of the General Department of Education and the Ministry, the officials of the schools and the district educational director, and shall recruit students from the local church constituency for the schools.

## **7. Literature Secretary**

**928.** The local board of administration may, at the time of its annual election (782:22; 825), elect a literature secretary, to serve for one year or until a successor is elected. General regulations concerning this office are given in 825. The literature secretary shall be assigned such duties as the local board of administration shall determine, such as the handling and distribution of Sunday school literature, the management of a church and/or Sunday school library and the promoting of the interests of the Wesleyan Publishing House. (Cf. 840.)

## **G. Missions and Evangelism**

### **1. Local Director of Missions**

**930.** The local board of administration may, at the time of its annual election (782:22; 825), elect a local director of missions, to serve for one year or until a successor is elected. General regulations concerning this office are given in 825. The local director of missions shall assist the pastor in promoting the work of world missions, in keeping with the policies and programs of the General Department of World Missions, the district conference and district board of administration and the district director of world missions.

### **2. Local Director of Evangelism**

**935.** The local board of administration may at the time of its annual election (782:22; 825) elect a local director of evangelism to serve for one year or until a successor is elected. General regulations concerning this office are given in 825. The local director of evangelism shall assist the pastor in

promoting the work of evangelism in the local church in accordance with the mission of The Wesleyan Church (100) and in cooperation with the district director of evangelism and church growth (1426). The local director of evangelism shall also assist the pastor in the follow-up and discipling of new Christians, in the recruiting and training of workers for visitation evangelism and in the administration of evangelism and follow-up programs.

### **3. Wesleyan Men**

**940.** Each local church may maintain a chapter of Wesleyan Men (7100-7135).

### **4. Wesleyan Women**

**945.** Each local church may maintain a local chapter of Wesleyan Women (7306-7330).

### **5. Wesleyan Kids for Missions**

**950.** Each local church may maintain a local Wesleyan Kids for Missions (7330:7; 7335).

### **6. Committee on Missions**

**955.** The local board of administration may establish a committee on missions, composed of the pastor, the local director of missions, the president of Wesleyan Men or a representative of the men's group, the director of Wesleyan Women, the coordinator of Wesleyan Kids for Missions and such other members as the local board of administration shall elect. General regulations governing the elected membership on this committee are given in 825. The local board of administration shall name the chair of the committee, and the committee shall choose its own vice-chair and director.

**958.** The local board of administration shall assign such duties to the committee on missions as it deems best, including any or all of the following:

(1) To promote the interests of Wesleyan world missions, in keeping with the programs of the General Department of World Missions and the district director of world missions.

(2) To coordinate all missionary promotion and fund raising of the local church and its various departments and auxiliaries.

(3) To carry out all programs of missionary education authorized and assigned by the local board of Christian education.

(4) To make recommendations to the local board of administration concerning missionary conventions and services.

(5) To nominate, for election by the local board of administration, such standing or special subcommittees as the local board of administration shall approve, with a member of the committee as chair of each.

### **7. Committee on Evangelism**

**960.** The local board of administration may establish a committee on evangelism, composed of the pastor, the local director of evangelism and such other members as the local board of administration shall elect. General regulations concerning membership on the committee are given in 825. The local board of administration shall assign such duties to the committee on evangelism as it deems best, including any or all of the following:

(1) To promote the work of evangelism through the local church in accordance with the mission of The Wesleyan Church (100).

(2) To organize, in cooperation with the pastor, the calling and visitation programs of the church.

(3) To organize, in cooperation with the pastor, follow-up and discipleship programs for new converts.

(4) To provide for and oversee, in cooperation with the local Christian education board, the training of workers for outreach evangelism and discipleship ministries.

(5) To make recommendations to the local board of administration concerning evangelistic services and to assist in promotion and conducting of such efforts.

(6) To alert the church to its wider responsibilities in meeting social and material needs of its community as such needs are discovered through its calling and discipling ministries.

(7) To promote extension projects carried on by the local church.

### **H. Lay Delegates to District Conference**

**965.** The local church conference, at one of its officially announced sessions, shall elect by ballot (cf. 820-823), from among its covenant members, the number of lay delegates to the district conference assigned by the district board of administration and a sufficient number of alternate delegates who shall

serve for the regular annual session and for any reconvened session. General regulations covering this office are given in 815 and in 1100-1109.

### **I. Judicial Committees**

**970.** The local board of administration shall elect, when it deems it necessary and in accord with the regulations of the Judiciary, a committee of investigation (5008-5022; 5105:1-4) or a local judicial committee (5110). Complete regulations concerning the qualifications, procedures and duties of such committees are given in 5105-5110 (cf. 5025-5068).