



CLT Secretary Role Description

From our governance documents:

Constitution Section 2. Secretary.

The secretary shall keep the minutes of membership meetings and conduct the correspondence of this church as directed by the governance authority. The secretary shall attend and keep minutes of other meetings as specified in the local church bylaws.

Bylaws Section 2. Secretary

The secretary is an official officer of the church and serves as a voting member of the Church Leadership Team. He will serve as secretary to both the membership and the Church Leadership Team. The secretary shall record, maintain, and report minutes of all meetings of each group. He shall report summary minutes of Church Leadership Team meetings to the membership, without compromising confidentiality. He shall be the custodian of all church records.

Bylaws to Article IX: Duties of Church Officers

Church officers must be members of this church and qualified according to the scriptural standards for church leadership. Other than the lead pastor, these officers will be elected at the annual meeting of the membership to serve a three year term. Such officers may serve two consecutive terms, but then must take at least one year off before being elected to another term.

The current secretary is Ron Westcott. He has served for two terms and is ineligible for reelection according to the bylaw noted above. He would become eligible again after the one year off.

7/15/2017