

## **Congregational Church of Hollis Officers**

### **QUALIFICATIONS FOR OFFICE**

All officers of the church must be active members of the church. No person may hold more than one officer position at a time.

#### **Moderator**

The Moderator shall be elected to serve a term of two years. The Moderator shall be expected to conduct the business meetings of the church. In the Moderator's absence, the church shall elect a chairperson to conduct its meetings.

#### **Clerk**

The Clerk shall be elected to serve a term of two years. The Clerk shall keep a complete record of all business meetings of the church, and is to be held responsible for the proper notification of all meetings. The Clerk shall keep a complete record of the membership and shall issue letters of transfer and dismissal by the direction of the Board of Deacons. The Clerk shall notify all newly elected officers and members of boards and committees of their election and shall inform all delegates of their election and issue proper credentials.

#### **Treasurer and Assistant Treasurer**

(a) The Treasurer shall be elected to serve a term of two years. The Treasurer shall receive and disburse all current moneys of the church and shall keep these accounts distinct from all other accounts. The Treasurer shall keep an accurate account of the same, and the Treasurer's actions shall be subject to the direction and control of the Board of Trustees. The Treasurer shall present at the annual meeting of the church a financial report properly certified by the Church Auditors, for the preceding fiscal year, which corresponds to the calendar year. The Treasurer shall be ex officio member of the Board of Trustees, without vote.

(b) The Assistant Treasurer shall be elected to serve a term of two years. The Assistant Treasurer shall assist the Treasurer in the duties and be charged with the same responsibilities and authority as vested in the Treasurer.

(c) The Treasurer and the Assistant Treasurer shall be bonded or insured in the sum fixed by the Board of Trustees.

#### **Financial Secretary and Assistant Financial Secretary**

(a) The Financial Secretary shall be elected to serve a term of two years and shall be accountable to the Board of Christian Stewardship. The Financial Secretary is responsible for the record keeping of all pledges, collections, and gifts received. All moneys shall be given into the Treasurer's care.

(b) The Assistant Financial Secretary shall be elected to serve a term of two years and shall assist the Financial Secretary with duties and be charged with the same responsibilities and authority as vested in the Financial Secretary.

(c) The Financial Secretary and the Assistant Financial Secretary shall be bonded or insured in the sum fixed by the Board of Trustees.

### **Church Auditors**

Two Church Auditors shall be elected, one each year, to serve a term of two years. They shall audit the accounts of the Treasurer, Special Trustees, and other accounts as the Church Council or Board of Trustees shall specify. The auditors shall submit a written report to the Board of Trustees for inclusion in the annual report.

### **Church Historian**

The Historian of the church shall be elected to serve a term of three years. The Historian shall represent the church on all historical affairs and shall keep a proper and complete record of all events and programs as would comprise a general history of the life of the church. A written report shall be made to the Annual Meeting.

### **Trustees of the William C. Sipe Scholarship Fund**

There shall be three Trustees of the Scholarship Fund, one elected annually to serve a term of three years. They shall elect their own chairperson from their number. Duties of the Trustees shall be to receive all moneys directed to this Fund and to award scholarships, either annually or semiannually, from the accrued interest thereof. It shall be their duty to select recipients for these scholarships. If any other funds are provided for seminary scholarships, it shall be their duty to select recipients for these funds as well.

#### **Guidelines to be followed in awarding this scholarship are:**

(a) Student must be preparing for service in the United Church of Christ; i.e. parish ministry, mission field, Christian education, pastoral counseling, or other related field.

(b) First preference given a member of our church in seminary study; second to a seminarian from the New Hampshire Conference, United Church of Christ; third

on the basis of need, with preference given to a student at Andover Newton Theological School.

(c) Scholarship(s) to be awarded December 1 and May 1, to coincide with college billing dates.

(d) All interest accrued annually and all other seminary scholarship funds provided in the general budget in a year must be disbursed by December 31. In the event that no recipient is found before this deadline, Trustees may send a check for this total amount to the New Hampshire Conference, United Church of Christ, to be added to their funds for scholarship assistance.

Chairperson of the Trustees of the Scholarship Fund shall make a written report to the church annual meeting.