



*Equipping Youth—For Christ and the Church*

## Christian Endeavor Roles of Elected Officers

Churches have unique leadership structures. Certain churches create a T.E.A.M. or committee for virtually every task and decision, while other church movements want to do away with all leadership groups. Including people's participation will require some kind of meeting structure. Christian Endeavor recommends your youth ministry structure mirror the church wide leadership structure. There are C.E. churches that have youth preside as Chair, Moderator or President. Below the terms President, Vice President, Secretary and Treasurer are used. Understand the roles of these offices and then name them whatever will work in your church setting.

Similarly, C.E. calls the leadership team's meeting the Core Team. Your church can call it Youth Administrative Board, Youth Executive Team, Youth Session or whatever fits your setting. C.E. is a flexible tool with principles designed to help you do effective ministry.

**President:** The President is the administrator, chief executive or leader of the group. This person presides over the work of others, inspires them, and encourages them to be productive without giving up. They are not to do all the work. Some duties are:

- 1) Work closely with Pastor and Coaches, seeks their advice and counsel.
- 2) Knows basic parliamentary procedure necessary to conduct business meetings.
- 3) Knows the Group Covenant.
- 4) Makes sure the Christian Endeavor Pledge, Principles and Covenant are upheld before the Members.
- 5) Sets up and presides at all business meetings.
- 6) Helps T.E.A.M. set goals for year then carry them out.
- 7) Makes sure the T.E.A.M. sets meetings and is part of them.
- 8) Works closely with Vice President.
- 9) Encourages Members, Participants and Floaters.
- 10) Keeps in touch with each of the officers to be sure they are following the Christian Endeavor Principles.
- 11) Represents Christian Endeavor to the Church.

**Vice President:** The VP works closely with the President while being subordinate. The Vice-president also prepares for larger responsibility in the event the President is unavailable or steps down from office. Some groups customarily elect the Vice-President as the next President, but they are not bound to do so. It is always in the best interest of the group to have someone in training for President. Some duties are:

- 1) Calls meetings and presides, in the absence of the President.
- 2) Knows basic parliamentary procedure necessary to conduct business meetings.
- 3) May preside over meetings when the President chooses, for purpose of training.
- 4) Often made chair of the Teaching Team.
- 5) Looks for new ideas.
- 6) Assists the President in checking on the work of the T.E.A.M.s. The President may assign some of the committees to the Vice President to oversee.

**Secretary:** The Secretary has responsibilities requiring the position to not be changed often. The Secretary's jobs include:

- 1) Provides correspondence with both incoming and outgoing emails and letters. Secretaries work between T.E.A.M.'s, the group and the Church.
- 2) This person does not determine whether any communication should be answered or not.
- 3) Communicates resolutions and other formal actions to the affected parties, as instructed by the group.
- 4) Communicates with all other Christian Endeavor organizations as necessary.
- 5) Prepares an annual or quarterly report to the church board, with the assistance of all other officers.
- 6) Maintains roll of Group Members. This is a very important role. They are to be sure that addresses, phone numbers and other information is kept current and confidential.
- 7) Keep a record of the minutes from the Group's business meetings and any T.E.A.M. meetings. The minutes give a snapshot of the work and functions of the group. These minutes are to be approved at the following business meeting, after checking for accuracy and completeness. Minutes should include: Date and time of meeting, who is present, who presides and a synopsis of what was discussed followed by the agenda. Minutes should be put in a document after the meeting and sent to the President and T.E.A.M. heads for approval within 2 days of the meeting.
- 8) Calls the roll at the youth group's Encounter meeting.
- 9) Maintains a list of the group's officers, T.E.A.M. leaders and other T.E.A.M. member names.
- 10) Notifies officers and T.E.A.M. leaders of their election or appointment to office.

**Treasurer:** The Treasurer keeps the money of the group and is responsible for all receipts and payments. This position requires someone of the highest integrity. This person should not only have total honesty but should also be detailed and thorough, neat and organized. They do their work for the good of the group and the glory of God. This position is a training position that will equip this youth for greater responsibility later. The job of the treasurer includes:

- 1) Collecting any monies of the group. This often comes from offerings taken at meetings. Offerings should be counted immediately with an assistant present. The assistant verifies the count.
- 2) Maintains a record of accounts. Entries can be made in a book where both the Treasurer and Assistant initial the entries.
- 3) Monies are to be deposited in an account set up at the bank.
- 4) Each month a detailed report is made for the business meeting of all monies incoming and outgoing.
- 5) Authorized bills are paid by check and a receipt is obtained. The group may require a second signature for each bill paid.
- 6) Gifts the group makes to any organization outside the group may be made through the church. This will need to be determined when the group is set up.
- 7) Set up an auditor that will check all finances annually. This person will report to the whole committee and by this, will protect the integrity of the Christian Endeavor Group.
- 8) Lets the group know when funds are getting low.
- 9) Often part of the Financial Team if one is created.
- 10) Prepares an annual report, along with the financial team, to be given to the Executive Committee to come up with a budget for the next year. The budget should be balanced. When the group accepts the budget and certain items in the budget, it gives the Treasurer the authority to expend the funds for those items.