

Administrative Committee

The purpose of the Administrative Committee is:

- To provide continuity and periodic review of church policies and administration.

To accomplish this purpose, the Administrative Committee shall:

- Be formed as a committee with a chairperson and multiple committee members.
- Hold monthly meetings of the committee as needed, quarterly at a minimum.
- Prepare and present a proposed committee budget to the Finance Committee for approval each fiscal year.
- Prepare and present a written annual report to the congregation.

The Administrative Committee shall perform the following functions for the membership of the congregation:

- Provide periodic review, continuity and consistency of church administration, through its policies and procedures.
- Provide periodic review, continuity and consistency of church standing and ad hoc committees.
- Provide periodic review, continuity and consistency of church articles of incorporation and by-laws.
- Maintain and publish an updated written compilation of the above documents.
- Recommend to the Board of Trustees revisions to the above documents to remove any conflicts or ambiguities and to insure their consistency.
- Maintain, and facilitate the delegation of tasks on, the church's perpetual administrative calendar.
- Facilitate other projects to achieve administrative efficiency as specifically requested by the Board of Trustees.

Previous Date Approved: December 22, 2009
Latest Date Approved: August 14, 2024