

VALLEY VIEW FREE WILL BAPTIST

THE CHURCH WAS OFFICIALLY FOUNDED ON MARCH 22, 1952

PREACHERS WHO HAVE BEEN SENT UP TO THE CONFERENCE TO PREACH:

1. BISHOP WYANT-----1961 (DECEASED)
2. LAWRENCE CHAPMAN----1969 (DECEASED)
3. NORMAN MCCALLISTER-----1969 (DECEASED)
4. RAY SOVINE-----1970
5. CLARENCE BAYES-----1972
6. SONNY SOVINE-----1972
7. DON DAVIS-----1975
8. CARL COOPER-----1976
9. HARVEY QUALLS-----1979 (DECEASED)
10. RONNIE BROWN-----1980
11. TRUMAN DAVIS-----1982
12. ALLEN SOWARDS-----1983
13. JASON C. BLACK-----1990
14. RICK MAYES-----2004

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**MEN WHO HAVE BEEN SENT UP TO THE CONFERENCE TO BE A
DEACON:**

1. HOMER QUALLS-----1955
2. GARLAND THOMAS----1956 (DECEASED)
3. ERNEST SETLIFF----1960 (DECEASED)
4. LAWRENCE CHAPMANô 1967 (DECEASED)
5. SONNY SOVINE-----1970
6. PETE CHILDERS-----1975 (DECEASED)
7. RONNIE SOWARDS----1975
8. DONALD DAVIS-----1995
9. GENE HILL-----2005
10. BERNARD MITCHELL---2005

OFFICE	NAME
PASTOR	JASON BLACK
DEACONS	HOMER QUALLS
	GENE HILL
BOARD OF ELDERS	GARLAND CHANEY
	GREG ROOPER
TRUSTEES	HOMER QUALLS
	GARLAND CHANEY
	RANDY CLARK
CLERK MEMBERSHIP SECRETARY	PHYLLIS MULLINS
SONG LEADER	MARTHA ADKINS
TREASURER	MARTHA ADKINS
YOUTH LEADER	BETH BIRD
CUSTODIAN	RANDY/VANESSA CLARK
BOOKS SINGERS	REBA SOWARDS
NEWSLETTER COORDINATOR	TONYA BROCK
PUBLICITY COORDINATOR	DEBBIE WARD
GREETERS	GENE HILL
	UNEEDA HILL
	EARL SOWARDS
ALTAR WORKERS	CONNIE CHANEY
	MARY BIRD
	KAY GIBSON
	GARLAND CHANEY
	JODY SOWARDS
SUNDAY SCHOOL SUPERINTENDENT	JODY SOWARDS
SUNDAY SCHOOL SECRETARY	DEBBIE WARD
NURSERY SUNDAY SCHOOL TEACHER	VANESSA CLARK
JUNIOR/PRIMARY SUNDAY SCHOOL TEACHER	DEBORAH BURDETTE
PRE-TEEN/TEEN SUNDAY SCHOOL TEACHER	LORETTA SHIRKEY
ADULT SUNDAY SCHOOL TEACHER	TOM CYRUS

**JOB DESCRIPTIONS
FOR
VALLEY VIEW FREE WILL BAPTIST CHURCH
ADOPTED JANUARY 8, 2003**

- 1. EACH OFFICER SHALL BE A MEMBER OF THE VALLEY VIEW FWB CHURCH WITH THE EXCEPTION OF THE PASTOR.**
- 2. EACH NEW MEMBER SHALL RECEIVE A COPY OF THESE DESCRIPTIONS AT TIME OF JOINING THE CHURCH.**
- 3. ANY ACTIVITY IN THE CHURCH IS OPEN TO ALL MEMBERS WITH THE EXCEPTION OF DISCIPLINARY MEETINGS WITH THE PASTOR-DEACONS.**

PASTOR:

Must be an ordained Free Will Baptist Minister. Must meet the qualifications of I Timothy Chapter 3. Preaches the KJV of God's Word. Responsible for the over all ministry of the church. Leader of the church. Ex-officio member of any committee or board in the church. Can be disqualified by divorce and re-marriage. Elected annually by secret ballot in June by majority vote. Term July 1 to July 1 each year.

DEACONS:

Must be ordained by the local Free Will Baptist Conference. Deacon and wife must meet the qualifications of I Timothy Chapter 3. Minister to the congregation. Spiritual leader. Assist Pastor by serving the ordinances of communion and feet washing and helping in baptism. In charge of the church. Conducts business meetings in the absence of the Pastor. Visits the sick and elderly. Serves as counselor to members needs. Works for overall growth of the church. Can be disqualified by divorce and re-marriage. Elected one (1) time by secret ballot for Lifetime unless the church ask for ordination papers, backslide, leave the church, resignation, or death.

TRUSTEES: (NO MORE THAN 5, NO LESS THAN 3)

Responsible for upkeep of church property. Receives quotes and presents those quotes to the membership for work that needs to be done to church property. Can only spend a maximum of \$250.00 in emergency cases only without approval of the membership at a regular business meeting. Elected one (1) time unless the church removes and re-elects someone else, backslide, leave the church, resignation, or death.

CHURCH/MEMBERSHIP CLERK:

Keeps careful records of all business meetings and membership lists. Reports to local Free Will Baptist Conference each quarter on their forms as to the condition of the church and statistics of the church. Keeps minutes from meetings in the business meeting record book up to date. Elected one (1) time unless the church removes and re-elects someone else, backslide, leave the church, resignation, or death.

TREASURER:

Responsible for all funds of the church. Deposits offerings and writes checks to pay bills of the church. Keeps careful records and reports to the church quarterly. Must report monthly, quarterly, and annually to Pastor. Can not write checks unless membership approves, pastor request, or trustees request (\$250.00 maximum in emergency cases only), or custodian supplies. Elected one (1) time unless the church removes and re-elects someone else, backslide, leave the church, resignation, or death.

CUSTODIAN:

Responsible for upkeep (cleaning) of all church property inside and out. Clean inside of church weekly. Mow grass and clean fellowship hall. Can only purchase cleaning supplies and bathroom supplies without consent of membership. Elected annually in June. Term July 1 to July 1 each year.

YOUTH LEADER:

Responsible for entire ministry of the youth group in the church. Works closely with pastor on youth activities. Maintain separate checking account for youth treasury. Report quarterly to the membership. Receives every other 5th Sunday offering on Sunday Morning. Elected annually in June. Term July 1 to July 1 each year.

SUNDAY SCHOOL SUPERINTENDENT:

Responsible for entire Biblical education of the church. In charge of annual VBS. Responsible for purchase of gifts for pastor and family. Responsible for collecting names of needy families and food from membership to make Christmas food baskets. Works closely with deacons and pastor for over all Sunday School Ministry. Responsible for gathering Sunday School offerings and attendance to the Sunday School Clerk. Responsible to fill Sunday School classes when teachers are absent or to combine classes in the event there are not enough students in each class. Elected annually in June. Term July 1 to July 1 each year.

SUNDAY SCHOOL SECRETARY:

Keeps careful records of all Sunday School meetings. Reports to church clerk quarterly so they can fill out their report to local Free Will Baptist Conference on the condition of the Sunday School and statistics of the Sunday School. Keeps careful records of Sunday School Election Business Meeting. Responsible for posting Sunday School Statistic Board weekly during Sunday School. Must choose an assistant for cases when they are absent. Elected annually in June. Term July 1 to July 1 each year.

SUNDAY SCHOOL TEACHER:

Responsible for Biblical education for their class. Must advise Sunday School Superintendent in as much advance notice as possible if they are not going to be present on a given Sunday to teach their class. Responsible for providing activities for their class. Elected annually in June. Term July 1 to July 1 each year.

BOOKS SINGERS:

Responsible for booking singers for all Sunday Services, singings, Homecomings, and special services. Works hard to make sure that Spiritual singing is provided for worship services. Books singers well in advance to assure good quality singing. Elected annually in June. Term July 1 to July 1 each year.

SONG LEADER:

Responsible for leading congregational singing at all church worship services. Works hard to make sure that Spiritual songs are provided for worship services. Elected annually in June. Term July 1 to July 1 each year.

NEWSLETTER COORDINATOR:

Responsible for completing the newsletter monthly. Collects information from Pastor, song booker, Sunday School Superintendent, youth leader, publications coordinator, and any other member each month. Provides a calendar lay-out within the newsletter showing the month with all church activities listed. Publish the newsletter by the last Sunday of each month for the upcoming month (NO EXCEPTIONS). Elected annually in June. Term July 1 to July 1 each year.

PUBLICITY COORDINATOR:

Responsible for advertising church events to the public in newspapers, radio, and TV. Make sure that church events and special services are advertised well in advance so the public will know what we are doing. Elected annually in June. Term July 1 to July 1 each year.

ALTAR WORKER: (NO MORE THAN 5, NO LESS THAN 3)

Works closely with pastor at the altar with people making praying decisions. Works and prays with people on the altar to help them as sinners getting saved and Christians who need help in their life at the altar. Elected one (1) time unless the church removes and re-elects someone else, backslide, leave the church, resignation, or death.

GREETER: (NO MORE THAN 5, NO LESS THAN 3)

Works closely with pastor and other greeters. Greets guests and receives personal information (address, phone number, and name) of visitors. Welcomes guests. Responsible for contacting guests who are not attending by phone, personal visit, or mail. Elected one (1) time unless the church removes and re-elects someone else, backslide, leave the church, resignation, or death.