

CHURCH OFFICERS & KEY TEAMS

Included in this booklet:

- Position Descriptions for Church Officers & Key Teams
- Nomination Form

CHURCH OFFICERS & KEY TEAMS

Dear PV Family,

As a church we exist to unleash the transforming influence of Jesus in PV, the Northland and beyond. In order to do that well, we need strong leadership. So every year PV members have the opportunity to guide our church towards the future by nominating leaders to represent each of us as we seek to fulfill our mission and our values as a church.

As a church we:

- unashamedly saturate everything with the Gospel.
- consistently challenge people to take their “next step.”
- purposefully build biblical community for life transformation.
- boldly live with open hands and open hearts (generosity).
- unapologetically invest in strengthening the family.
- strive to make disciples

We are looking for people who have a heart for Jesus, embody the values of PV and love to serve. Maybe that is you, and God is moving you to step up into leadership. Maybe you have the perfect person in mind and would like to nominate him or her to serve. Either way, I encourage you to think through our values, follow the nomination process below and use your voice to help us lead PV into the future.

I'm excited for what God is doing in us and through us, and I invite you to take your next step in our journey as a church family.

You are champions,

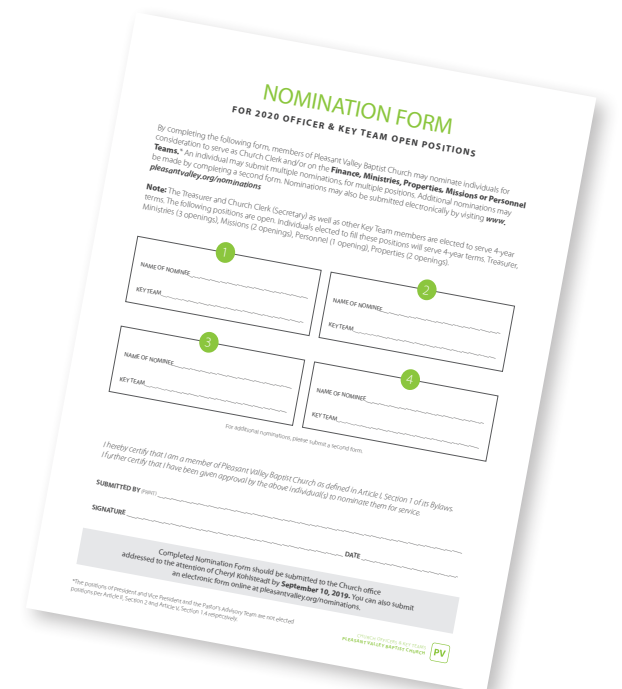


Merle Mees | Lead Pastor

NOMINATION PROCESS

- Review of requirements and qualifications for open positions.
- Only church members as defined by the bylaws are eligible to make nominations.
- Those church members making nominations must:
 - Talk with the person(s) to be nominated to assure that they understand the qualifications, requirements and time commitment and that they agree to have their name(s) submitted.
 - Complete a nomination form for the person to be nominated.
 - Sign and date the form.
 - Submit an electronic form at pleasantvalley.org/nominations or a printed form to the attention of Cheryl Kohlsteadt in the box provided at the reception counter in the church office.
- **Deadline to submit nominations – September 10, 2019.**

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CHURCH CLERK (CORPORATE SECRETARY)

Position filled through 12/31/2022.

PURPOSE

The Clerk (Secretary of the Corporation) is an elected corporate officer who oversees the preparation and maintenance of a faithful record of business meetings, arranges for the safekeeping of these records, and provides access to any member on the basis of a reasonable request.

TERMS OF SERVICE

Elected to a three-year term per the Bylaws, Article II, Section 2.5.

RESPONSIBILITIES

- Member of the Leadership Team.
- Serves as primary communicator to the Team in regard to meetings, and distributes the agenda and supporting documents.
- Participates in meetings of the Team and takes minutes of meetings and all actions of the Team.
- Sends email action items to the Team for consideration and approval, and prepares minutes of email actions for Team ratification at the next Team meeting.
- Attends business meetings of the Church and takes minutes.
- Provides minutes of church business meetings for the Book of Reports, which is prepared for the annual business meeting in November of each year.
- Signs corporate documents and applies the corporate seal as necessary.

SKILLS/EXPERTISE

- Good listener and ability to retain and record accurately motions, action items, etc.
- Ability to understand and apply basic grammar and punctuation rules to the writing of minutes.

GENERAL QUALIFICATIONS

- Demonstrate spiritual maturity.
- Have a good reputation within and outside the Church.
- Be a member of the Church for at least two years.
- Practice tithing.
- Be an active member of a Church Community Group.
- Participate regularly in corporate worship.
- Demonstrate service to the Church.

TIME COMMITMENT

- Approximately five Team meetings in a calendar year, each at two to three hours in length and the annual and special-called business meetings. (Additional meetings may be scheduled.)
- Preparation of minutes for review – approximately 30 minutes to one hour per each meeting and occasional times to sign corporate documents as needed.

TREASURER

Position to be filled.

PURPOSE

The Treasurer is an elected corporate officer who serves as leader of the Finance Team and reports to the Leadership Team and to the Church at the annual meeting and at other special meetings as needed.

TERMS OF SERVICE

Elected to serve a four-year term.

RESPONSIBILITIES

- Member of the Leadership Team.
- Review cash receipt summaries and cash disbursements for accuracy.
- Review journal entries and financial statements.
- Report financial status to Leadership Team and church at regularly scheduled meetings or as requested at other meetings.
- Serve as a signatory on church accounts and transfer funds as needed.
- With the Finance Team evaluate financial policies and procedures and make recommendations as needed.

SKILLS/EXPERTISE

- Accounting and/or non-profit fund accounting
- CPA accreditation preferred

GENERAL QUALIFICATIONS

- Demonstrate spiritual maturity.
- Have a good reputation within and outside the Church.
- Be a member of the Church for at least two years.
- Practice tithing.
- Be an active member of a Church Community Group.
- Participate regularly in corporate worship.
- Demonstrate service to the Church.

TIME COMMITMENT

Approximately five-six hours per month.

FINANCE TEAM

One position to be filled.

PURPOSE

Finance Team shall assure that the Church has strong financial policies, procedures and guidelines and that the Church's financial records are audited annually.

MEMBERSHIP

This team shall be composed of five (5) team members which include the Treasurer (See Bylaws Article II Governance, Section 2.1 – Treasurer) and four other team members, one of whom the team will select to serve on the Leadership Team and as Assistant Treasurer.

RESPONSIBILITIES

- Give oversight to the Church's financial policies and procedures.
- Work with the Church's Administrator who is responsible for the day-to-day financial management.
- Review and recommend revisions at least annually.
- Review financial reports monthly.
- Establish investment guidelines.
- Recommend persons to serve on the Internal Audit Committee to the Leadership Team; Interview and select the external audit firm.
- Establish the scope of both internal and external audits.

SKILLS/EXPERTISE

- Accounting, business and/or finance/investment background.
- It is preferable that team members have varying skills and expertise in the areas of accounting and finance.
- Ability to understand financial statements.

TERMS OF SERVICE

Elected to serve four (4)-year terms.

GENERAL QUALIFICATIONS

- Demonstrate spiritual maturity.
- Have a good reputation within and outside the Church.
- Be a member of the Church for at least two years.
- Practice tithing.
- Be an active member of a Church Community Group.
- Participate regularly in corporate worship.
- Demonstrate service to the Church.

TIME COMMITMENT

Approximately 3 to 6 hours per month including attendance at bimonthly meetings.

PERSONNEL TEAM

One position to be filled.

PURPOSE

Personnel Team shall work with and advise the Lead Pastor and the Staff Human Resources Team to develop processes that provide appropriate oversight to effectively steward the human resources that God has given the Church, and when needed recommend to the Church, along with the Leadership Team, the Lead Pastor position.

MEMBERSHIP

This team shall be composed of five (5) members elected for four-year terms, one of whom the team will select as chair and to serve on the Leadership Team.

RESPONSIBILITIES

- Evaluate and establish employee compensation.
- Assist in selection, evaluation and termination of employees.
- Assure financial responsibility in regard to personnel expenses.
- Provide oversight of creation and implementation of personnel policies and procedures.

SKILLS/EXPERTISE

- Human Resource experience is not required but desired.
- Ability to understand budgets, health insurance and employee benefits.

TERMS OF SERVICE

Elected to serve four (4)-year terms.

GENERAL QUALIFICATIONS

- Demonstrate spiritual maturity.
- Have a good reputation within and outside the Church.
- Be a member of the Church for at least two years.
- Practice tithing.
- Be an active member of a Church Community Group.
- Participate regularly in corporate worship.
- Demonstrate service to the Church.

TIME COMMITMENT

Approximately 6 meetings per year. However, during the timeframe of September through November, and for key personnel issues, additional time investment may be required.

MINISTRIES TEAM

Three positions to be filled.

PURPOSE

The Ministries Team will work to ensure visionary and strategic alignment between/among various ministries serving children, students and adults.

MEMBERSHIP

- This team shall be composed of seven (7) team members, one of whom the team will select to serve on the Leadership Team.
- Preferably team members will include a wide representation of the various ministry areas at PV that minister to adults, students, and children.

RESPONSIBILITIES

- Work with Associate Pastor - Spiritual Development to evaluate effectiveness of current ministries in accomplishing PV's mission.
- Work with Ministry Staff Leaders to explore innovative approaches to ministry in order to more effectively reach and grow reproducing disciples.
- Review and give input on annual ministry plans and budgets associated with the various ministries to adults, children, and students.
- Review and give input to the leadership development strategy in the various ministry areas.
- Provide strategic counsel and feedback to Staff Leadership when implementing new ministry initiatives/programs/events.

SKILLS/EXPERTISE

- Ability to think strategically.
- Proven track record of developing leaders in ministry.

TERMS OF SERVICE

Elected to serve four (4)-year terms.

GENERAL QUALIFICATIONS

- Demonstrate spiritual maturity.
- Be of good reputation within and outside the Church.
- Be members of the Church for at least two years.
- Practice tithing.
- Be active members of a Church Community Group.
- Participate regularly in corporate worship.
- Currently serving in ministry and/or group leadership.

TIME COMMITMENT

Approximately 2 to 4 hours per month including attendance at bi-monthly meetings.

MISSIONS TEAM

Two positions to be filled.

PURPOSE

Missions Team shall be responsible for strategic counsel and leadership related to mission partnerships and initiatives to extend the Church witness in the community. The team shall educate the Church to develop it for missions to extend the Great Commission.

MEMBERSHIP

This team shall be composed of seven (7) members, one of whom the team will select to serve on the Leadership Team.

RESPONSIBILITIES

- Give oversight to the Church's Missions strategies and initiatives.
- Work with the Global Outreach staff responsible for the day-to-day mission management.
- Enlist sub-team ministry partners who will work to mobilize PV members in mission.
- Provide communication and education of the mission opportunities to the church.
- Identify and develop leaders to engage in mission endeavors.
- Establish and monitor strategic mission partnerships on behalf of the church.

SKILLS/EXPERTISE

- Personal experience in participating and leading mission experiences.
- Ability to think strategically.
- Able to share the Mission/Global Outreach vision and recruit ministry partners to be involved.
- Demonstrates strong leadership and organizational skills.

TERMS OF SERVICE

Elected to serve four (4)-year terms.

GENERAL QUALIFICATIONS

- Demonstrate spiritual maturity.
- Have a good reputation within and outside the Church.
- Be a member of the Church for at least two years.
- Practice tithing.
- Be an active member of a Church Community Group.
- Participate regularly in corporate worship.
- Demonstrate service to the Church.

TIME COMMITMENT

Approximately 3 to 6 hours per month including attendance at monthly meetings.

PROPERTIES TEAM

Two positions to be filled.

PURPOSE

Properties Team shall give oversight to the present and future maintenance and care of Church facilities and grounds.

MEMBERSHIP

This team shall be composed of five (5) members, one of whom the team will select to serve on the Leadership Team.

TERMS OF SERVICE

Elected to serve four (4)-year terms.

RESPONSIBILITIES

- Work with the designated staff position with primary responsibility for day-to-day operations.
- Inspect church property and equipment (other than office and computer equipment) periodically and maintain as needed. Responsible to insure repairs completed and equipment replaced as outlined by a plan.
- Conduct, at least annually, a physical inventory of church furnishings and equipment.
- Assist the Director of Operations in plans and budgets for maintenance and repairs, remodel projects, utilities and vehicle maintenance. Responsible to insure plans and budgets are implemented and carried out as agreed.
- With the Director of Operations, administer/oversee the necessary maintenance and repair work.
- Carry out other property-related tasks such as special projects that require development, approval and follow through.
- Help develop and oversee ministry partners serving on various teams.

GENERAL QUALIFICATIONS

- Demonstrate spiritual maturity.
- Have a good reputation within and outside the Church.
- Be a member of the Church for at least two years.
- Practice tithing.
- Be an active member of a Church Community Group.
- Participate regularly in corporate worship.
- Demonstrate service to the Church.

SKILLS/EXPERTISE

- Knowledge/experience in one or more areas related to facilities maintenance, electrical engineering, energy management, construction, landscaping/grounds care.
- Detail-oriented.
- Leadership and organizational skills.

TIME COMMITMENT

Approximately 2 to 4 hours per month including attendance at bi-monthly meetings.

CURRENT 2019 CHURCH OFFICERS & KEY TEAM MEMBERS

OFFICERS

Clerk/Secretary: David Coursey*

Treasurer: ~~Jeff Broadstone~~

Note: The office of President is filled by the Lead Pastor, Merle Mees.
The offices of Vice President and Moderator are appointed by the Leadership Team.

Vice President: Richard Rice; **Moderator:** Charles Small

KEY TEAMS MEMBERS

Finance Team

Jeremy Bull
~~Nicholas Hoeft*~~
Terry Leeds
Gary Reese
Treasurer: ~~Jeff Broadstone~~

Mission Team

Dawn Allman
Steve Berry
~~Gary Eldridge~~
~~Pat Larimore~~
Adrienne Garstang
Jack Mulvey
Doug Thompson

Properties Team

Allen Jones
~~Richard Rice*~~
Charles Small
Kenton Stahl
~~David Wagner~~ (appointed by the Leadership Team during 2019 to replace Dennis Dusenberry; eligible for election in 2020)

Ministries Team

Chuck Eissler
~~Sheila Jasinski*~~
~~Kevin Smith~~
Jarrod Kingston
Jane Minnick
~~Kara Stanley~~
Sara Stepp

Personnel Team

Kelly Broadway*
Barbara Condra
Pat Pritchett
Blake Shaw
~~David Sullivan~~

Pastor's Advisory

~~At Bean~~
~~Fim Daugherty~~
Jay Minnick*
Allan Samson

Note: An * denotes representatives to the 2019 Leadership Team. Key teams elect their representatives on the Leadership Team. The Leadership Team consists of these representatives as well as the officers.

Names with a ~~strikethrough~~ denote members rotating off the team at the end of the year.

