

# **Coworkers Board Organization and Functions**

## *Arlington Chinese Bible Church*

### **1. The Organization**

The Coworkers Board shall administer the spiritual and daily general business of the church, and shall consist of the following committee coworkers:

- A. Chairman
- B. Secretary
- C. Treasure
- D. Coordinator of the General Affairs
- E. Coordinator of Education
- F. Coordinator of Mission
- G. Coordinator of Fellowship

### **2. Functions**

#### **A. Chairman**

- (1) Shall call for the Coworkers Board meeting. Shall preside all the Coworkers Board and Congregational Meetings.
- (2) Shall coordinate the functions of each Coworker.
- (3) Shall represent the congregation and Coworkers Board.
- (4) To organize visitation of church members and non-believers.

#### **B. Secretary**

- (1) Shall record minutes and keep records of proceedings of the Coworkers Board and Congregational meetings.
- (2) Shall maintain the membership record of the church.
- (3) Shall publish the church directory.
- (4) Shall in charge of the Church Library.
- (5) Shall forward correspondence as requested by the Pastor and the Coworkers Board.
- (6) Shall be the acting chairman and preside all the Coworkers Board and Congregational Meetings when the chairman is absent.

#### **C. Finance Committee – Headed by Treasure**

- (1) Shall prepare and present the annual budget to the Coworkers Board for approval.
- (2) Shall keep an accurate account of all money inflows and outflows of the

Church.

- (3) Shall make payments for all authorized obligations incurred by the Church.
- (4) Shall collect and record all offerings.

Note: The Finance Committee may set up subcommittees in order to assist in collecting and recording of the weekly offering.

- (5) Shall present the monthly financial report to the Coworkers Board and the quarterly financial report to the Congregation.

**D. General Affairs Committee** – Headed by the Coordinator of the General Affairs

General Affairs Committee shall prepare the annual budget for the general affairs. General Affairs Committee can be divided into Building Sub-committee, Social Sub-committee and Transportation Sub-committee.

The duties of each Sub-committee are:

- (1) Building Sub-committee:
  - (a) To clean and maintain the Church building and to make necessary renovation to meet the needs of the Church.
  - (b) To prepare the baptismal pool whenever there is a baptism.
  - (c) To develop projects for the Church building.
- (2) Social Sub-committee:
  - (a) To plan and supervise the preparation and serving of food for the Church functions such as Sunday lunch and other special love feasts, etc.
  - (b) To arrange the cleaning of the dining hall on Sunday.
  - (c) To purchase supplies needed for food services, Communion service and restroom.
- (3) Transportation Sub-committee
  - (a) To arrange transportation for those who are in need as to attend the services and activities of the Church.

**E. Education Committee** – Headed by the Coordinator of Education

The Education Committee can be divided into Adult Education, Children Education and Nursery three Sub-committees. The duties of each Sub-committee are:

- (1) Adult Education Sub-committee:
  - (a) To develop policy; to coordinate, supervise and improve the educational ministry of Adult Sunday School, Adult Bible Study, and

Baptismal Classes.

- (b) To establish goals, to evaluate and determine curricula and materials and to train and appoint teachers.
  - (c) To coordinate with General Affairs Committee to allocate space and equipment.
  - (d) To recommend the budget for the adult educational programs.
- (2) Children Education Sub-committee:
- (a) To develop policy; to coordinate, supervise and improve the educational ministry of Children Sunday School, Children Bible Study Classes.
  - (b) To establish goals, to evaluate and determine curricula and materials and to train and appoint teachers.
  - (c) To coordinate with General Affairs Committee to allocate space and equipment.
  - (d) To recommend the budget for the children educational programs.
  - (e) In charge and to improve the Children Library.
  - (f) In charge of the Children Choir.
- (3) Nursery Sub-committee:
- (a) To arrange the nursery room volunteer workers for Sunday worship service and other special services.
  - (b) In charge and to improve the Nursery Room.

F. **Mission Committee** – Headed by the Coordinator of Mission

Mission Committee shall prepare the annual mission budget. The Mission Committee can be divided into Local Mission and Oversea Mission two sub-committees. The duties of each Sub-committee are:

- (1) Local Mission
- (a) To develop the local mission strategy, and to promote interest in and offering to missions.
  - (b) To encourage church member to actually participate in missionary activities, and to attend missionary conferences and conventions.
  - (c) To plan the Evangelical Meeting, Revival Meeting and Annual Mission Conference of the Church.
- (2) Oversea Mission
- (a) Caring and communicating with Church supported Missionaries and Mission Organizations.
  - (b) Recommend Missionaries and Mission Organizations that need support to Coworkers Board for approval.

**G. Fellowship Committee – Headed by the Coordinator of Fellowship**

- (a) To organize and arrange all fellowship groups including Friday Children Fellowship, Youth Fellowship, Young Adult Fellowship, Thursday Evergreen Fellowship, Saturday Brother's Keeper Fellowship.
- (b) To plan and supervise the programs and activities of fellowship.
- (c) Establish the caring and prayer networks among members.
- (d) Recommend the annual budget for the fellowship activities.

**Worship Ministry:**

Worship Ministry of the Church is in charged by the Pastor. The Worship Ministry can be divided into Worship, Music and Service three subcommittees. The duties of each Sub-committee are:

(1) Worship Sub-committee:

- (a) To arrange the weekly Sunday worship team, including outside speaker, interpreter, presider, song leader, and pianist.
- (b) To plan and to improve the programs in worship.

(2) Music Sub-committee:

- (a) To arrange hymns and other songs in the worship.
- (b) In charge of the Children Choir.

(3) Service Sub-committee:

- (a) To arrange the ushers in all services including the weekly Sunday Worship and other special Worship.
- (b) To arrange people to be in charge of the lighting, heating and ventilation, sound system, and projector system.
- (c) To arrange people to be in charge of the cups and bread of the Holy Communion.

Note: The duties of ushers are:

- i) To take and keep attendance records of Sunday Worship. Make a copy of the attendance record for the Pastor and the related coworkers.
- ii) To be responsible for keeping order in and around of the Church building during the service.
- iii) To collect the guest cards.