

Seymour Christian Reformed Church

BOARD MANDATE

ADMINISTRATIVE BOARD

Revised May 2018

PURPOSE

Seymour Church gives glory to God by following the Father's call to become mature through Christ in the power of the Holy Spirit. The *Administrative Board* exists to advance this purpose of Seymour Church by administering the ministries and supervising the staff of the church.

MEMBERSHIP

Three (3) administrative elders and three (3) administrative deacons, together with the *Pastor of Administration*, will serve on the *Administrative Board*. The elders and deacons will be selected through the approved nomination process and serve a three-year term.

- The *Chair of Council* will serve as the chairperson of the *Administrative Board*.
- The administrative elder who serves as the clerk of *Council* will also serve as the clerk of the *Administrative Board*.
- The administrative elder who serves as vicar of *Council* will also serve as vicar for the *Administrative Board*.
- The administrative deacon who serves as chairman of the deacons will also serve on the *Administrative Board*.
- The administrative deacon who serves as secretary to the deacons will also serve on the *Administrative Board*.
- The administrative deacon designated as Treasurer will serve on the *Administrative Board*. (The treasurer position may be appointed by the *Administrative Board* with the concurrence of the *Deacon Board*).

MEETINGS

The *Administrative Board* will ordinarily meet on the second Monday in the months of January, March, May, July, September, and November. The meetings will begin at 7 PM.

ACCOUNTABILITY

The *Administrative Board* is directly accountable to the *Council* of Seymour Church to which it will report by means of a set of minutes.

RESPONSIBILITIES

The responsibilities of the *Administrative Board* include the following:

- Pray for the staff, ministries and mission of Seymour Church.
- Conduct its work according to the *Church Order* of the Christian Reformed Church.
- Exercise discerning supervision and oversight to the ministry and office staff.
- Exercise discerning supervision and oversight to the work of all standing committees of the church.
- Appoint liaisons to each standing committee.
- Oversee the budget process.
- Act as the executive committee of *Council* in appropriate situations.