Secretary Manual

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Meetings of the Membership

According to the church bylaws (Article III), two meetings of the membership shall be held each year.

First Meeting of Membership

This meeting shall be held within the first three (3) months of the calendar year on a date set by the board. The secretary should complete the following tasks:

- Determine the date of the First Meeting of the Membership and then announce the date to the members at least two (2) weeks prior to the meeting.
- Gather information for the annual report.
- Collect testimonials and share from various groups at church.
- Collect the financial report for the previous year and the budget for the current year from the Treasurer.
- Identify and update active members, associate members, and adherents as defined in the church bylaws (Article I).
- Gather the names of newcomers, new babies, child dedications, those who received water baptism and new membership, and those who left the church.
- Compile and have the hard copy of the annual report ready before the meeting of the Membership
- Print a hard copy of the membership attendance form to be signed at the meeting.
- Take minutes at the meeting.
- File and upload the minutes and the attendance form to Google Drive.
- Post a hard copy of the minutes to the church bulletin board in the foyer.

Second Meeting of Membership

This meeting focuses on nominating new members serving on the ministry team as existing members finishing their term.

1. All Members Meeting to nominate the Nomination Committee
2. All Members Meeting to approve nominated candidate(s) for the Ministry Team in the new year

January - Preparations for Annual Report

- Work with pastorial team, elders and small group leaders to put together the annual report.
- Order paper copy of the report via https://shop.staplescopyandprint.ca upon finalization of the report. Ensure printing order is put in place one week before the meeting date. The order will be printed in Monitoba and shipped in to Saskatoon for pickup. Use black/white, regular paper, double sided printing, 2 staples on left. Order only maxiumn half of total number of active members. Encourage people to read digital version.
- Inform IT team (usually Thian-Peng Ter) the link to the PDF version of the finalized report to have it posted online at least 3 days before the meeting.

February/March - AGM

- any meetings such as this requires the membership to put their name on an attendance sheet. See Administration/Records/Forms. Change title and date as you see fit (First Meeting of Membership is not specific for me - see what I did in the Meeting Minutes binder)
- After meeting, file the attendance as an electronic form along with the notes that you take.
- File the Annual Report with the district by emailing a copy to office@canadianmidwest.ca.

October - Nomination Committee Election

- Prepare for Nomination Committee Election Meeting Notes/Voting, taking attendence. Proxy forms should be collected before the meeting.
- For details on the Nomination Committee Election and Church Board Member Nomination and Approval Process, please reference here.

November - New Board Member Approval AGM

- Prepare for approval new board members nominated by the nomination comittee.
- Prepare for meeting minutes/voting, taking attendence. Proxy forms should be collected before the meeting.

Monthly A Team Meetings

Do the same for next month, taking down the previous month's meeting minutes & filing it in the Meeting Minutes binder.

Move the last meeting minutes into the Records/YYYY file. If you cannot make a meeting (holidays, etc.), please appoint someone to take notes so that you can properly make records in the right places e.g. Baptisms & Records (Births, Deaths, Marriages, New Members). Note Concerning Baptisms & Records File: It was compiled mostly by me, trying to read through all the annual reports which are found in the office. However, as I cannot read the Chinese, some names may be missed. Sometimes, people want proof of their baptism/membership so you will have to read through the Chinese parts. I have also started a hardcopy binder on the baptism & memberships (testimonies too) but JUST recently.

Basically, collect what you can & file it! This includes baptism and membership documents.

Additional Secretary Responsibilities

- Monitor incoming requests through the church website Contact Us form.
- Contribute to Elvanto, ensuring congregation information are kept up to date

Resources:

Some resources you will find helpful:

- Church Administrative Drive Folder Structure walkthrough
- Annual Report Preparation
    1. Coordination
    2. Prepare for Members List
    3. Compose Secretary Report

    4. Edit & Print Annual Report
- Monthly A Team Meeting Preparation walkthrough
- Membership Meeting Preparation walkthrough
- Administration Team Member Nomination Meeting Preparation walkthrough
- Church Annual Calendar Setup
- Handling Incoming Inquiry



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