

**MANUAL**  
**OF OPERATIONS**  
Revised December 2020

# THE UNION CHURCH OF GUATEMALA

---

## MANUAL OF OPERATIONS

(Adopted January 27, 1974)  
(General Revision effective July 7, 1985)  
(Revisions made by Council September 21, 1987: 8.1 (14); 8.2 (10))  
(Revision made by Council August 21, 1989: 9.2)  
(Revisions made by Council November 18, 1991: 5.3; 8.2 (7); 9.3 (4))  
(Revisions made by Council February 19, 1996: 8.3 (1)(g))  
(Revisions made by Council February 23, 1998, 8.1(1))  
(Revisions made by Council December 13, 1999 7.1(12), 7.2(5), 7.3(3), 7.4(10), 7.5(4),  
with the addition of the section 8.0 as a whole.)  
(Revisions made by Council February 21, 2000 gender references removed from this whole document)  
(Revisions made by Council June 19, 2000 – Women’s Auxiliary to Women’s Ministries throughout,  
Significant additions 9.4, (1), (2), (3)  
(Appendix #1 the Union Church Statement of Faith – added Church Council, December 20, 2004)  
(Appendix #2 The Elders Discretionary Fund Guidelines – added Church Council, December 20, 2004)  
(Revisions made by Council March 10, 2014 – Sections 2.1(1), 5.1(2), 5.5(3), 5.7(3), and 10.1(12)  
(Revisions made by Council October 14, 2019 – Section 6.1, 6.4)  
(Revisions made by Council September 14, 2020 – Section 9.3)  
(Revisions made by Council December 14, 2020 – Sections 6.1, 9.1, 9.4, 10.4)

## PREFACE

The purpose of this Manual of Operations is to supplement the Church Constitution with the details of administration and to outline the duties of the various officers, boards, and committees of the Church.

## 1.0 THE CONGREGATION

As described in the Constitution, the governing body of the Union Church of Guatemala is the congregation, which meets at least once annually. At the Annual Meetings, the congregation shall elect a Church Council which shall have the responsibility for the government of the Church between Annual Meetings.

## 2.0 THE CHURCH COUNCIL: ITS COMPOSITION, CHAIRMANSHIP, AND QUORUM

2.1 The Church Council shall be composed of the following seventeen (17) members:

- |   |   |
|---|---|
| (1) The five officers of the Church (see 3.0),                | 5 |
| (2) One member of the Board of Elders,                        | 1 |
| (3) Three members of the Board of Finance and Administration, | 3 |
| (4) Two members of the Board of Christian Education,          | 2 |
| (5) Two members of the Board of Women's Ministries,           | 2 |
| (6) The Clerk,  | 1 |
| (7) The Activities Coordinator,                               | 1 |

(8) A Hospitality Coordinator	1
(9) A member-at-large	<u>1</u>
	17

- 2.2 The Moderator shall be the Chairman of the Church Council. In the event the Moderator is unavailable, the Chairman of the Board of Elders shall preside.
- 2.3 Fifty-one percent of the Council members present in the country of Guatemala at the time of the monthly meeting shall constitute a quorum, provided at least nine members are present at the meeting.

### 3.0 THE OFFICERS OF THE CHURCH

The five officers of the Church shall be:

- (1) The Minister,
- (2) The Moderator,
- (3) The Chairman, Board of Elders,
- (4) The Chairman, Board of Finance and Administration,
- (5) The President of Women's Ministries.

### 4.0 PERMANENT BOARDS

The permanent boards of the Church shall be:

- (1) The Board of Elders,
- (2) The Board of Finance and Administration,
- (3) The Board of Christian Education,
- (4) The Board of Women's Ministries.

### 5.0 ELECTION AND FILLING OF VACANCIES

5.1 There shall be a Nominating Committee consisting of:

- (1) The five officers of the Church (see 3.0),
- (2) The Chairman of the Board of Christian Education,
- (3) The Activities Coordinator.

The Moderator shall be the Chairman of this committee. In his absence the Chairman of the Board of Elders shall serve. Should the Chairman of the Board of Elders also be unavailable, the Chairman of the Board of Finance and Administration shall be Chairman. Members of the same family may not serve on the Nominating Committee.

5.2 With the exception of the Minister, a contracted Youth Minister, and the President and Coordinators of Women's Ministries, all officers and the chairmen and members of

boards shall be elected at the Annual Meeting of the congregation. A slate of candidates shall be submitted by the Nominating Committee, and nominations may also be made from the floor. The officers and functionaries of Women's Ministries shall be elected by its membership and ratified at the Annual Meeting of the congregation.

- 5.3 All members of the Church Council, Board of Elders, and at least two-thirds of the members of each board shall be members of the Church.
- 5.4 Elders shall be elected by the congregation for terms of three years. The Board of Elders shall consist of three classes, two classes having four members each and one class having three members. One new class shall be elected each year. When there is a vacancy, those who fill the unexpired term shall be chosen by the Board of Elders and ratified by the Church Council.
- 5.5 Council vacancies shall be filled as soon as possible by the Church Council after the Activities Coordinator has been consulted.
- 5.6 The Board of Women's Ministries shall be guided by its own Policies and Procedures Manual.
- 5.7 All other board and committee vacancies shall be filled as soon as possible by the board or committee affected after the Activities Coordinator has been consulted.

## 6.0 PASTOR SELECTION

### 6.1 The Procedure

When a vacancy in the pulpit occurs, or is about to occur, this procedure shall be followed for senior pastor or interim pastor::

- (1) The Board of Elders shall appoint a Search Committee to seek and to evaluate ministerial candidates. The Search Committee will recommend a ministerial candidate to the Board of Elders for their evaluation and approval. The candidate they propose shall be a clergyman regularly ordained by a Protestant denomination, and shall be a person who confesses the Lord Jesus Christ as God and Savior and acknowledges one God--Father, Son and Holy Spirit, according to the Scriptures.
- (2) The deliberations of the Search Committee and Elder Board shall be confidential, and the details of their votes shall not be disclosed.
- (3) Upon evaluation and acceptance of the recommendation of a candidate by the Board of Elders, the Search Committee shall as part of the evaluation process, invite the candidates to Guatemala for further evaluation.
- (4) A two-thirds affirmative vote of the Elders present in the country of Guatemala shall be required before a candidate's name is proposed to the Church Council.

- (5) The deliberations of the Church Council shall be open, as provided for in the Constitution. Elders who voted with the minority in the Board of Elders shall be free to express their reasons for dissent at Church Council. A two-thirds affirmative vote shall be required before the candidate's name is proposed to the congregation.
- (6) The minister and his family will be invited to come in a two-Sundays discovery visit in order to give the congregation time to get to meet them personally and get to know them. This visit will also be an opportunity to assess the candidate's proficiency to meet the position's requirements. A committee to organize this visit shall be created.
- (7) The elder board will hold a meeting after the candidate's first Sunday among us. This time will be open for questions from the elder board to the candidate and vice-versa.
- (8) Subsequently, the elder board will have a final meeting after the candidate's second Sunday of his two-week visit, to discuss potential red flags or important issues to determine if the board will or will not recommend the current candidate to the church council.

The church council will then meet to make a final decision to extend an invitation, or not, to the pastor candidate.

- (9) Upon Council's approval, the candidate's name must be presented to the congregation at a specially called meeting to be held not more than one month after the candidate has been here. Council members and elders who voted with the minority shall be free to express their reasons for dissent at the special meeting.
- (10) Written notice of the meeting shall be sent to members at their address of record. Email notification will be considered adequate.
- (11) The quorum at the special meeting shall be established by the Constitution.
- (12) The Moderator shall preside over the special congregational meeting. In the Moderator's absence the procedure for succession at Council meetings shall be followed.
- (13) Only those members currently residing in Guatemala shall be eligible to vote.
- (14) All voting shall be by secret ballot.
- (15) Proxy voting shall not be allowed. However, those members who are unable to be present at the meeting because of illness, emergency, or temporary absence from the country may send a signed absentee ballot in a sealed envelope to the Church

officer presiding over the election, who shall hand the ballots over to the tellers at the time of the election.

- (16) At the special meeting the presiding officer shall appoint the Clerk, an elder, and another person from the congregation to count the voters, who together shall present their report to the presiding officer. The presiding officer shall then announce the results of the vote.
- (17) An affirmative vote of two-thirds of the ballots cast shall be required to call a minister. The vote shall be final.
- (18) The Moderator shall extend the call as soon after the vote as possible. In the event a two-thirds majority was not achieved, the Moderator shall notify the candidate as soon as possible.

## 6.2 The Contract

- (1) Before any information is sent out to prospective candidates, the Board of Finance and Administration shall present a tentative salary and benefits package to the Church Council, which the Council must approve before it may be included as an offer in the prospectus to be sent out. Similarly, the Board of Elders shall present to the Council for approval the anticipated responsibilities of the coming minister, as well as a list of the Church traditions the future minister shall be asked to uphold. This information, in addition to the financial offer, shall be included in the prospectus.
- (2) While the candidate is present in Guatemala to be evaluated, the candidate and the Board of Finance and Administration shall discuss the financial aspects of the ministerial contract. These aspects shall include:
  - (a) remuneration and its manner of payment,
  - (b) travel allowances,
  - (c) moving expenses,
  - (d) vacation arrangements,
  - (e) living quarters,
  - (f) vehicle arrangements,
  - (g) insurance arrangements.

During the candidate's time in Guatemala, the candidate shall also meet with the Board of Elders to discuss the aspects of the ministerial contract that pertain to ministerial responsibilities. The Elders shall also acquaint the candidate with the details of the Constitution, Manual of Operations, and the history and traditions of the Church.

- (3) The Moderator shall be responsible to incorporate the agreed upon terms into a draft contract that shall be submitted to the Church Council for approval. Should the Council fail to approve any of the terms of the contract, this shall be

communicated to the candidate so that the terms not approved may be renegotiated.

- (4) Upon arrival in Guatemala to take up ministerial duties, the Minister, together with the Moderator, the Chairman of the Board of Elders, and the Chairman of the Board of Finance and Administration, shall sign the agreed upon contract.

### 6.3 The Renewal of the Contract

Three months before the Minister's contract expires, a special congregational meeting shall be called to determine, by secret ballot, whether or not to renew it. A two-thirds majority shall be required to extend the contract. For this election the procedure prescribed in points (5) through (11) of paragraph 6.1 shall be followed.

### 6.4 Before the Senior Pastor Leaves

- (1) The senior pastor will be required in his job contract to share his resignation to the elder board within a certain period of time prior to his departure. The leadership/transition team/search committee ought to be formed right after the senior pastor presents his resignation, and it will be formed by the 5 officers of the church and 2 or 3 members of the congregation that are considered Godly leaders of the church.
- (2) The transition/leadership team/search committee will start its endeavor until it finds a promising candidate that will be invited to start the process to become our minister.

## 7.0 DUTIES OF THE CHURCH OFFICERS

### 7.1 Minister

- (1) Shall be charged with promoting the spiritual welfare of the congregation.
- (2) Shall seek to relate the church members and interested persons to the various opportunities for service in the Church.
- (3) Shall observe the traditions of the Church presented by the Board of Elders during the candidating visit. Changes to the traditions of the church shall be made only after gaining the approval of the appropriate board.
- (4) Shall have the distinct understanding that all ministerial teachings and activities shall be evangelical and strictly non-sectarian. The non-sectarian requirement shall be understood to mean that denominational distinctives will not be promoted.
- (5) Shall be responsible for the Sunday worship service.
- (6) Shall serve as chief-of-ministerial staff, which includes the Church secretary, choir

director, youth minister, pianist, and organist. When a vacancy occurs in the ministerial staff, the Minister shall have input into the filling of that vacancy.

- (7) Shall do parish visiting.
- (8) Shall be responsible for maintaining records of baptisms, weddings, funerals, and a complete and up-to-date list of members (active and inactive) with their addresses.
- (9) May attend any meeting of any board or committee of which the Minister is not a voting member in the absence of a request to the contrary by its chairman.
- (10) Shall be a voting member of the Board of Christian Education.
- (11) Shall assure that an adequate youth program be maintained.
- (12) In consultation with the Board of Elders, shall arrange for the pulpit to be filled during his absences.
- (13) Shall serve as a member of the crisis management team.

#### 7.2 Moderator

- (1) Shall be responsible for the legal and functional aspects of maintaining the Church.
- (2) Shall be automatically a voting member of all boards and committees. It is the Moderator's prerogative to attend any board or committee meeting, except that the Moderator shall be expected to attend the meetings of the Boards of Elders and Finance and Administration.
- (3) Shall assure that all committees and boards furnish the Moderator copies of their minutes, and shall peruse them.
- (4) Shall act as Chairman of the Church Council and of the Nominating Committee, and shall preside over all congregational meetings.
- (5) Shall serve as a member of the crisis management team.

#### 7.3 Chairman of the Board of Elders

- (1) The Chairman of the Board of Elders shall preside over all meetings of that Board.
- (2) In the absence of the Moderator, shall preside over the Church Council meetings, congregational meetings, and meetings of the Nominating Committee.
- (3) Shall serve as a member of the crisis management team

#### 7.4 Chairman of the Board of Finance and Administration



- (1) Shall preside over all meetings of that Board.
- (2) Shall be responsible to see to the financial integrity of the Church.
- (3) Shall assure that every member of the Board is satisfactorily carrying out their responsibilities.
- (4) Shall coordinate the preparation of the Church budget by the members of the Board.
- (5) Shall deliver the monthly financial report to the Church Council, or designate another member of the Board to do so.
- (6) Shall have the oversight of the Church property.
- (7) Shall act as personnel director for the Church in the hiring and dismissal of employees.
- (8) Shall arrange for the financial records to be audited at least once every year.
- (9) In the absence of the Moderator and the Chairman of the Board of Elders, shall preside over the Church Council meetings, congregational meetings, and meetings of the Nominating Committee.
- (10) Shall serve as a member of the crisis management team.

#### 7.5 President of the Board of Women's Ministries of the Union Church

- (1) Shall preside over the Board of Women's Ministries.
- (2) Shall inform the Board of Elders and the Church Council of any policy decisions or activities that are unusual with respect to the traditional functions of that Board.
- (3) Shall maintain close communication with the Board of Elders in the area of benevolence giving in order to avoid duplication of efforts.
- (4) Shall serve as a member of the crisis management team.

### 8.0 CRISIS MANAGEMENT POLICY

- 8.1 In an emergency (i.e. injury, assault, hospitalization, kidnapping, death) involving staff members of Union Church and their families, Union Church will assume temporary crisis management responsibilities when other family members are not present in Guatemala at the time of the crisis or are unable to assume those responsibilities. Union Church will turn over responsibility to the family as soon as

possible. Union church staff members are defined as the pastoral staff.

- 8.2 In the event of a crisis (i.e. injury, assault, hospitalization, kidnapping, death) that involves anyone attending an official Union Church event or outing, a Crisis Management Team (CMT) shall be formed to handle the crisis through resolution and follow-up. An official Union Church event shall be defined as an official at-church function or an event or outing sanctioned or sponsored by the Board of Elders or the Women's Ministries Board of the Union Church for church members and friends.
- 8.3 The establishment of the CMT can be initiated by either the pastor, the moderator, the Church Council, or any of the Boards of the Church. The Pastor and the church officers shall appoint such personnel to the CMT as are trained in crisis management and/or have expertise needed to handle the specific crisis.
- 8.4 Once the CMT has been established, all other Union Church personnel and families shall refer all information, questions, media contacts, suggestions or other data relating to the crisis to the CMT.
- 8.5 The Union Church will offer to provide short-term crisis counseling and prayer for the family and persons involved. The Union Church will assume no financial liability in providing crisis management assistance.
- 8.6 It is the policy of Union Church that ransom or other extortion should not be paid by Union Church, nor should Union Church yield to other demands issued by any hostile person or force.
- 8.7 The CMT is authorized to conduct negotiations as it may deem necessary to save lives, to prevent injury and harm, or to protect property.
- 8.8 The Union Church will work with the local authorities and diplomatic missions to resolve the crisis.

## 9.0 COMPOSITION AND FUNCTIONS OF PERMANENT BOARDS

### 9.1 The Board of Elders

- (1) The Board of Elders shall consist of at least seven (7) and no more than eleven (11) members elected for three year terms by the congregation, and of the Moderator, who shall function as an Elder during the Moderator's tenure, for a total of between eight (8) and twelve (12) Elders.
- (2) The office of Elders is spiritual in nature. Together with the Minister, the Elders shall have the oversight of the spiritual interests of the Church. Men and women of sound faith, wisdom, discretion, and good examples of the Christian life shall be chosen for this office (I Timothy 3:1-13, Titus 1:5-9).

- (3) It shall belong to their office both individually and corporately, to watch over the congregation committed to their care. In this capacity they shall:
  - (a) visit the people in their home,
  - (b) visit the sick and those in distress,
  - (c) pray with and for the people,
  - (d) be diligent to demonstrate and to promote Christian maturity,
  - (e) inform the Minister in cases of sickness, affliction, spiritual awakening, or other cases that may need his special attention.
- (4) The Board of Elders shall have the power to receive and dismiss members.
- (5) It shall assemble the people for worship when there is no Minister.
- (6) It shall arrange for the administration of the ordinances of the Church.
- (7) It shall collect and administer a fund for benevolence and missions.
- (8) It shall propose and direct ministries of outreach,
- (9) It shall have the responsibility to propose a candidate for Minister to the Church Council when the pulpit is vacant.
- (10) It shall appoint and oversee the selection committee for the Youth Minister.
- (11) It shall devise suitable programs for advancing the spiritual interests of the Church.
- (12) It shall arrange for pulpit supply in the absence of a permanent minister.
- (13) It shall draw up and present to the Moderator the ministerial aspects of the ministerial contract.
- (14) It shall approve the use of the Church premises according to the guidelines given by the Church Council.

## 9.2 The Board of Finance and Administration

- (1) The Board shall be composed of at least seven members, including a Chairman, Vice-Chairman, Treasurer, Secretary, Stewardship Coordinator, the Finance Coordinator of Women's Ministries, and a person in charge of buildings and grounds.
- (2) It shall prepare and present a proposed budget to the Annual Meeting of the congregation.
- (3) It shall encourage the grace of stewardship in the congregation.

- (4) It shall see that income is dispersed as budgeted.
- (5) It shall implement effective procedures for receiving and handling the offerings and other income.
- (6) It shall keep in proper repair the Church edifice and the property belonging to the Church.
- (7) It shall assure that any non-budgeted transaction over \$1,000 (U.S. Dollars) and up to \$2,000 (U.S. Dollars) comes before the Church Council for approval, and that any non-budgeted transaction of over \$2,000 (U.S. Dollars) comes before the congregation for approval.
- (8) It shall have the responsibility to assure that no Church property, whether it be real estate, furniture, or office fixtures or equipment, be sold, mortgaged, transferred, or in any other way disposed of without approval of the Church Council.
- (9) It shall draw up and present to the Moderator all financial aspects of the ministerial contract.
- (10) It shall administer the use of the Church premises according to the guidelines given by the Church Council.

### 9.3 The Board of Christian Education

- (1) This Board shall consist of at least seven members, including the following:
  - (a) the Chairman, who shall be an Elder appointed by the Board of Elders, who shall be a member of the Church Council in addition to the Elders specified in paragraph 2.1,
  - (b) the Minister,
  - (c) the Youth Director,
  - (d) the Children's Ministry Director, who shall be a member of Council,
  - (e) the Children's Church Coordinator,
  - (f) the Sunday School Coordinator,
  - (g) a member-at-large
- (2) The Board of Christian Education shall be under the direction of the Board of Elders.
- (3) It shall be the duty of this Board to:
  - (a) Supervise the Christian education ministry, including a general plan, budget, and calendar.
  - (b) conduct the Church School program,

- (c) purchase educational materials that are in accord with the Bible and are sound educationally,
  - (d) approve all activities of educational nature, subject to limitations by the Board of Elders,
  - (e) see that adequate buildings and physical equipment are provided for the teachers and students,
  - (f) confirm the choice and appointments of all persons who are to serve as teachers,
  - (g) plan activities for children and youth.
- (4) Responsibilities of its members
- (a) Chairman
    - (i) Preside over Christian Education Board meetings.
    - (ii) Check building and equipment to assure adequacy for students and teachers.
    - (iii) Assist in teaching when necessary.
    - (iv) Represent the Christian Education Board on the Church Council (or designate a representative).
    - (v) Report monthly to the Elder Board.
  - (b) Pastor
    - (i) Support and advise members of the Christian Education Board in their ministries.
    - (ii) Mentor members seeking to develop in their area of ministry.
  - (c) Youth Director (in absence of Youth Minister)
    - (i) Select curriculum for youth ministry in consultation with Christian Education Board.
    - (ii) Plan and lead extracurricular activities.
    - (iii) Plan and lead outreach events.
    - (iv) Keep youth information on web page up to date.
    - (v) Check building, supplies and equipment to assure adequacy for youth ministry.
    - (vi) Provide monthly report to Elder Board.

(d) Children's Ministry Director

- (i) Select teachers, with confirmation of the Christian Education Board.
- (ii) Provide training for teachers, in conjunction with Children's Church and Sunday School coordinators.
  - \* teaching methods and planning
  - \* safety precautions
  - \* emergency and first aid training
- (iii) Select curriculum for Children's Church and Sunday School in consultation with coordinators.
- (iv) Prepare Children's Ministry Budget in consultation with F. & A. Board.
- (v) Oversee nursery care and supplies.
- (vi) Keep Children's Ministry information of web site up to date.
- (vii) Check building, supplies and equipment to assure adequacy for children's ministry.
- (viii) Plan special events for children and families.
- (ix) Provide monthly report to Elder Board.
- (x) Assist in teaching when necessary.
- (xi) Be accountable to Elder Board.

(e) Children's Church Coordinator

- (i) Lead Children's Church ministry, in consultation with Children's Ministry Director.
- (ii) Develop teacher calendar for Children's Church (2 months)
- (iii) Provide supplies for Children's Church (6 months)
- (iv) Provide training for teachers and helpers (twice a year) in conjunction with Sunday School Coordinator and Children's Ministry Director.
- (v) Assist in teaching when necessary.
- (vi) Be accountable to Children's Ministry Director.

(f) Sunday School Coordinator

- (i) Lead children's Sunday School ministry, in consultation with Children's Ministry Director.
- (ii) Develop teacher calendar for Sunday School (2 months)
- (iii) Provide supplies for Sunday School (6 months)
- (iv) Provide training for teachers and helpers (twice a year) in conjunction with Children's Church Coordinator and Children's Ministry Director.
- (v) Assist in teaching when necessary.
- (vi) Be accountable to Children's Ministry Director.

(g) Member-at-large

- (i) Counsel and advise Children's Ministry workers.
- (ii) Assist as teacher's aide and teacher when necessary.

#### 9.4 The Board of Women's Ministries of the Union Church

- (1) The Board of Women's Ministries shall consist of the Women's Ministries President, Finance Coordinator, Bible Study Coordinator, Events Coordinator, Publicity Coordinator, Sales Coordinator, Browsery Coordinator, Secretary, and other coordinators as deemed necessary.
- (2) The Women's Ministries President and two other Board Members ~~serving~~ will serve on the Church Council.
- (3) It shall provide Bible Studies and other activities that promote spiritual growth among English speaking women.
- (4) It shall sponsor activities that promote fellowship among the women of the Church,
- (5) It shall encourage outreach to English-speaking women who do not normally attend the services of the Church,
- (6) It shall assure that the sanctuary be made attractive for the Sunday Worship Service and for special services,
- (7) It shall be active in works of charity,
- (8) It shall make an annual report of its financial activities to the congregation.

## 10.0 DUTIES OF PRINCIPAL POSITIONS

### 10.1 Activities Coordinator

The Activities Coordinator shall:

- (1) Promote Ministry Awareness:  
Bring an awareness of the many ministries the church offers by communicating through the various media of the church. Promote as well, the ministries represented by the various congregants who attend our church.
- (2) Maintain Talent and Service Coordination:  
Discern the talents and skills of the congregation and try and connect them with the various service positions in the church.
- (3) Activities and Events Coordination:  
Support in the organization of the various events of the many ministries and programs of the church so as to help carry out more effective and impactful events. On occasions the A.C. will coordinate and organize special events as needs or opportunities arise.
- (4) Manage the Church Calendar:  
Coordinate and manage, along with the church's secretary, the calendar or agenda of events, activities and meetings so as to avoid conflict of dates and/or duplication of efforts.
- (5) Member of the Nominating Committee:  
Will serve on the Nominating Committee to prepare for the positions on the various boards for recommendation to the congregation.
- (6) Prepare appropriate reports and attend the Council meetings.

### 10.2 Youth Minister

The Youth Minister shall:

- (1) Oversee all activities of the youth under the supervision of the Minister,
- (2) Plan and be responsible for outside social activities of the youth groups,
- (3) Plan Bible studies for the youth,



- (4) Plan Youth Sundays during the year,
- (5) Plan youth retreats and camps for different age groups,
- (6) Plan leadership training courses for adult leaders,
- (7) Conduct meetings of adult leaders whenever necessary,
- (8) Seek out areas where the youth can serve the Church,
- (9) Assist the Minister when called upon to do so,
- (10) Prepare appropriate reports and attend Council meetings.

#### 10.3 Vice-Chairman of the Board of Finance and Administration

The Vice Chairman of the Board of Finance and Administration shall:

- (1) Oversee the collection and deposit of contributions to the Church from all sources,
- (2) Inform the Treasurer of deposits made and furnish him or her with copies of the deposit slips,
- (3) Maintain a record of the contributions and pledges received from members and friends of the Church,
- (4) Issue a confidential quarterly statement to any pledger who requests one,
- (5) Preserve and protect the confidentiality of pledges and giving, ~~being the only one to know of individuals' pledges and giving,~~
- (6) Prepare appropriate reports and attend Council meetings.

#### 10.4 Treasurer

The Treasurer shall:

- (1) Be responsible for maintaining the financial records of the Church and paying all bills, as directed by the Board,
- (2) Recommend to the Board of Finance and Administration how to invest surplus cash and when to place stringent controls over the disbursement of funds,

- (3) Prepare a monthly financial statement for review by the Board of Finance and Administration and the Church Council,
- (4) Attend Council meetings.

#### 10.5 Clerk

The Clerk shall keep complete and permanent records of meetings held and business transacted by the Church.

#### 10.6 Stewardship Coordinator

The Stewardship Coordinator shall:

- (1) Supervise the arrangements for the annual stewardship campaign,
- (2) Recruit and train personnel to assist in the campaign,
- (3) Coordinate the stewardship drive with the Minister and the Board of Finance and Administration,
- (4) Prepare appropriate reports and attend Council meetings.

#### 10.7 Music Director

The Music Director shall:

- (1) Arrange for all Church music,
- (2) Coordinate music with the Minister, choir directors, organist, and pianist.

#### 10.8 Altar Guild Director

The Altar Guild Director shall:

- (1) Arrange all altar supplies and furnishings,
- (2) Supervise the altar flower roster,
- (3) Arrange for preparation of the ordinances.

#### 10.9 Memorial Director

The Memorial Director shall:

- (1) Upon approval of the Church Council, arrange for elaboration of memorials donated to the Church,
- (2) Make appropriate acknowledgments to donors of memorial gifts,
- (3) Maintain a permanent record of all memorials,
- (4) Advise the Church Council of any undesignated donations, with recommendations for their use.

#### 10.10 Hospitality Coordinator

The Hospitality Coordinator shall:

- (1) Arrange for the welcoming of all worshippers to the Church, especially visitors.
- (2) Work with officers of the church and the church secretary in order to:
  - (a) Provide ushers for all services except weddings and funerals
  - (b) Establish ushering coordinators for each of the services
  - (c) Maintain records of attendance

#### 10.11 Librarian

The Librarian shall:

- (1) Direct the operation of the Church library,
- (2) Acquire and catalogue books for the library.

#### 10.12 Newsletter Editor

The Newsletter Editor shall prepare and distribute the Church's monthly Newsletter.

## 11.0 STATUTES (Estatutos)

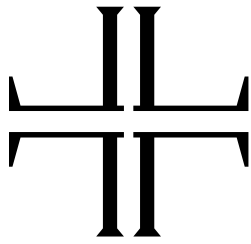
11.1 The Union Church of Guatemala is a legally registered and constituted organization under the laws of Guatemala. For matters affecting this Church before the law, the officers of the Church as provided in the Statutes shall be:

- (1) the President, who shall be the Moderator,
- (2) a Vice-President, who shall be the Chairman of the Board of Elders,
- (3) a Treasurer, who shall be the Church Treasurer,
- (4) a Secretary, who shall be the Clerk,
- (5) and a Vocal, who shall be the Chairman of the Board of Finance and Administration.

11.2 The Annual Meeting of the congregation shall provide for the ratification of these appointments and their proper registration according to the laws of Guatemala and the provisions of the statutes. These same officers shall represent the Church before the law as provided in the statutes. These actions shall be recorded in our official records (Libro de Actas).

## 12.0 AMENDMENTS

Amendments to the Manual of Operations shall require a two-thirds affirmative vote of all Council members present in Guatemala at the time of the meeting at which amendments are proposed. Notice of such meeting and of the proposed amendments shall have been given in writing not less than two weeks before the meeting.



## APPENDIX #1 THE UNION CHURCH OF GUATEMALA STATEMENT OF FAITH

We believe that the Bible is the God breathed and plenarily inspired Word of God, infallible in its original manuscripts. The Bible (66 books of the Old and New Testament) is our supreme and final authority in faith and life.

*2 Timothy 3:16, 17; 2 Peter 1:20, 21*

We believe in one God, eternally existing in three persons: the Holy Trinity, Father, Son, and Holy Spirit.

*Genesis 1:1; Genesis 1:26; Matthew 28:19; John 1:1-3; John 4:24; Acts 5:3, 4; Romans 1:20; Ephesians 4:5, 6; 2 Corinthians 13:14*

We believe that Jesus Christ was conceived by the Holy Spirit, and born of the Virgin Mary, fully God and fully man, lived a sinless life, died a substitutionary atoning death on the Cross, rose bodily from the dead and ascended to heaven where he is our High Priest, Intercessor, and Advocate. He is the only mediator between God and man.

*Matthew 1:18-25; Luke 1:26-38; Romans 9:5; Titus 2:13*

We believe that the Holy Spirit is a person. He is God, with all the distinctively divine attributes. He leads us to salvation, indwells us, and bears witness to the spiritual adoption of all believers. As our comforter and teacher, the Holy Spirit empowers us to serve and become more like Christ. By the Holy Spirit we are constantly renewed and instructed so that we might bear spiritual fruit: love joy peace, patience, kindness, goodness, faithfulness, gentleness and self-control.

*Galatians 5:22-23; 1 Corinthians 2:13; Ezekiel 36:26,27; John 14:15-17; Romans 8:9-11; 1 John 2:27; Romans 8:16; 1 John 3:23-24; Luke 12:11-12; John 6:63; John 14:26; John 16:13-15; Acts 1:8; Acts 2:38; Acts 10:18-20; Acts 16:6*

We believe in the reality and personality of Satan - a created being who stands in opposition to God and His church.

*Revelation 12:1-17; Jude 1:6-9; Job 1:6-12; 2 Thessalonians 2:1-10; Genesis 3:1-5; 1 Peter 5:8; John 13:2; Matthew 13:19-39; Zechariah 3:1; Isaiah 14:12-15; Ezekiel 28:11-19*

We believe that man was created in the image of God, that he sinned and thereby incurred not only physical death but also spiritual death which is separation from God, and that all human beings are born with a sinful nature and are guilty sinners in thought, word, and deed.

*Genesis 1:26,27; Genesis 3:1-24; Romans 3:25; Romans 5:12-18; 1 John 1:8-10*

We believe that the Lord Jesus died on the cross according to the scriptures as the only substitutionary sacrifice for our sins, that He rose victorious from the grave on the third day, and that all who believe in Him are redeemed and justified on the grounds of His shed blood.

*Isaiah 53 :1-12; Matthew 20:28; John 3:16-17; Romans 3:22-26; Romans 5:1; 1 Corinthians 15:3-4; 2 Corinthians 5:21; Ephesians 1:7; 1 John 2:2; Matthew 28:5-6; Romans 10:9-10; 1 Corinthians 15:13-14*

We believe salvation is by grace alone, provided as the free gift through Christ's death. When one accepts this grace by faith in Jesus Christ, he/she is born again, completely forgiven, and therefore becomes a child of God. There is no salvation through works.

*John 3:3-5; John 1:12-13; James 1:18; 1 Peter 1:23; Ephesians 2:8-9*

We believe that the Church in its invisible form is universal, the true body and bride of Christ, and that all who are born again are members, regardless of organizational affiliation. We believe that as Christians we are to meet together regularly for worship, ordinances, and fellowship. The Church is called to love our God and our neighbors and to witness concerning our Head, Jesus Christ, by preaching the Gospel among all nations and ministering to the "least of these" in body and soul.

*Hebrews 10:24-25; Acts 2:42-47*

We believe that Christ ordained the observance of water baptism and the Lord's Supper until He returns.

*Matthew 13:10-17; Luke 22:19-20; Matthew 26:26-28; 1 Corinthians 10:16-17; 1 Corinthians 11:23-26*

We believe that water baptism is the Biblical testimony of the professed believer in the name of the Father, Son, and Holy Spirit.

*Acts 2:38-41; Matthew 28:18-20; Acts 8:36-38; Acts 10:47-48; Acts 18:7-8; Romans 6:3-4; 1 Corinthians 12:13*

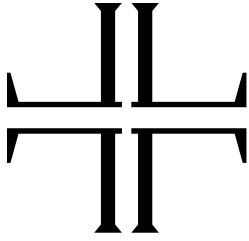
We believe that the Lord's Supper is for born again believers, walking in fellowship with the Lord Jesus Christ.

*Acts 2:42-47; 1 Corinthians 11:23-29*

We believe in the personal, visible, and imminent return of our Lord Jesus Christ and the bodily resurrection of the dead when Christ returns to bring salvation and judgment to completion. God will fully manifest His Kingdom when He establishes a new heaven and a new earth, in which He will be glorified forever and exclude all evil, suffering, and death.

We believe in the bodily resurrection of the just and the unjust, the everlasting joy of the saved and the everlasting conscious punishment of the unsaved.

*Acts 1:11; 1 Thessalonians 4:16-17; John 5:28-29; 1 Corinthians 15 :1-58; 2 Corinthians 5:10; Matthew 25:31-46; Revelation 20:4-15*



## APPENDIX #2 THE ELDERS DISCRETIONARY FUND GUIDELINES

**Purpose:** The Elder's Discretionary Fund is to be used solely for projects relating to Ministry, Outreach, Missions, Benevolence, and Emergencies within the programs and operations of Union Church as outlined below:

- (1) Ministry: Special ministry opportunities unanticipated or unbudgeted for in the annual budget- Adult, Children or Youth ministry included.
- (2) Outreach: For use in elders supervised evangelistic outreach and associated study or training that is in keeping with the purpose statements of Union Church and is unanticipated and/or not budgeted for in annual budget.
- (3) Missions: Support of foreign missions at a rate set annually. Not for short term or other "Mission projects". This rate is not to change during the fiscal year.
- (4) Benevolence: For in country gifts of benevolence either initiated by the elders or requested on the appropriate form and approved by the elders or their sub-committee for benevolence. The purpose of benevolence being to provide relief to those in need, exercise compassion, and provide Christ-like example of loving one another.
- (5) Emergencies within the programs and operations of Union Church: In times of deficit or financial crisis, when other cost cutting measures are not feasible, the Elders may use their discretionary funds to contribute to the resolution of the crisis.

### Guidelines for Elders Discretionary Fund use:

- a) All projects will either be initiated by the elders themselves or requested on the appropriate form-
  - i) Forms will require regular budget to be examined first before referral for action by elders. Example: Request from Christian Education for special outreach to children would have to show why current budget is not appropriate or sufficient source of funding.
  - ii) Requests for special ministry or outreach will only be approved when project is supervised by elders or their designee.
  - iii) Benevolence requests will be handled with the level of confidentiality appropriate to the request.

- b) The Elders will set up an annual review to evaluate the effectiveness of each project undertaken during the year. The purpose of this review would be to ensure a) ineffective projects are not funded in the future, b) successful projects are recognized, and c) any follow-up required (such as personal discipleship) is done. Use of finances will also be reviewed at this time as appropriate.
- c) A full accounting of spending for any and all projects, except confidential benevolence gifts, will be kept by the treasurer of the elders.
- d) The Elders will not place at risk the spiritual/evangelical agenda of Union church to address systemic problems, but will be fiscally responsible in all their endeavors and contribute to the resolution of financial crisis when needed and appropriate.

**Philosophy of the elders and their goals in regards to the use of the Elders Discretionary Fund:**

- 1) The elders will continue be good caretakers of the purposes and mission of the Union Church. They will use the Elders Discretionary Fund to promote spiritual growth and maturity including: compassion, evangelism, the great commission, godly living, Bible study, financial stewardship in the form of tithes and offerings, Christ centered family practices, and prayer.

**End of policy**

The elders also wish to give annual notice to the congregation that 3% of the fund will be designated for missions in the manner listed in the policy above.