

OFFICERS' DUTIES AND RESPONSIBILITIES OF THE INTERNATIONAL MISSIONARY DEPARTMENT COOLJC 2025-2028

President:

1. Conduct Business Sessions for the International Missionary Department.
2. See that matters of business are efficiently and effectively conducted.
3. Serve as contact person in matters relating to the International Body.
4. Represent the Diocesan Missionary Department at International Meetings.
5. See that International Missionary Reports are made.
6. Meet with and be available for Local and State/District Missionary Boards.
7. Teach/instruct in matters pertaining to International Missionary Protocol & Decorum.
8. Teach the Word according to the Scriptures.
9. Prepare annual budget along with International Missionary Financial Officers.

1st Vice-President:

1. Assist the International Missionary President in the performance of designated duties.
2. Preside at meetings in the absence of the International Missionary President or as instructed.
3. Be present at Business and other sessions pertaining to the International Missionary Department.
4. Assume duties of International Missionary President in her absence, incapacity, death, or unwillingness to serve.

2nd Vice-President:

1. Assist the International Missionary President and when necessary, 1st Vice President in the performance of designated duties.
2. Preside at International Missionary meetings in the absence of the President and 1st Vice President or as instructed.
3. Be present at Business and other sessions pertaining to the International Missionary Department.
4. Assume duties of the President and 1st President in their absence, incapacity, death, or unwillingness to serve.

Recording Secretary:

1. Keep a written record of all proceedings of the International Missionary Department.
 - A. These records constitute Legal Records
 - B. Records should be maintained and kept up to date.
 - C. Records should be kept in an official Bound Record Book and/or electronically.
2. Make Minutes and records available to the International Missionary Body.
3. Be present at International Missionary Business and other sessions pertaining to Missionaries.
4. Have current Record Book at each International Missionary meeting.
5. Provide International Missionary President with a copy of minutes of last Meeting prior to next Meeting.

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Corresponding Secretary:

1. Prepare and email all correspondence pertaining to International Missionary matters.
2. Be present at Business and other sessions pertaining to the missionaries.
3. Have the necessary Blanks and Forms on hand at each meeting and/or email, as necessary.
4. Maintain an up-to-date mailing and email list.

Financial Secretary

1. Keep written up-to-date record of financial proceedings of the International Missionary Department, including ALL incomes and disbursements.
2. Keep receipts and disbursements.
3. Participate in preparing financial reports to the Executive Department, International President, and International Missionary Department.
4. Interact with the Treasurer, as necessary.

Treasurer

1. Write and signs all checks, along with International Missionary President or Financial Secretary.
2. Bank all money.
3. Participate in preparing financial reports to the Executive Department, and the International President and International Missionary Department.
4. Interact with the Financial Secretary, as necessary.

Chaplain:

1. Serve as Devotional Leader at International Missionary Department Meetings and other Missionary sessions.
2. Open and Lead International Missionary Early Morning Prayer Sessions.
3. Be present at Business and other sessions pertaining to the International Missionary Department.

Sargeant At Arms:

1. Shall oversee all logistics of the International Missionary Department Meetings.
2. Shall be firm yet understanding and compassionate and possess the maturity to always maintain the dignity of the assembly and order.