



**EVANGELICAL  
FREE CHURCH**

## **2023 Annual Report**

**Annual Meeting**

**November 26, 2023**

**14861 Silverdale Way NW**

**Poulsbo, WA**

**(360) 598-3400**

**Mark Kernan, Lead Pastor**

**Ryan Kirchoff, Associate Pastor**

**[www.oefc.org](http://www.oefc.org)**

## **TABLE OF CONTENTS**

Annual Meeting Agenda .....	3
Church Chairman Report .....	4
Minister of Missions & Evangelism Report.....	5
Minister of Caring .....	7
Minister of Adult Fellowship Report .....	8
Youth Discipleship Team Report.....	9
Worship Team Report .....	10
Minister of Finance Report .....	11
Lead Pastor's Report .....	12
Disposition of 2022 Budget Overage .....	13
Deacon Descriptions .....	14
Proposed 2024 Budget .....	<i>Distributed Separately</i>

## **COUNCIL OF MINISTERS MEMBERS FOR 2023**

Church Chairman .....	Kevin Donohoe
Minister of Caring .....	Roger Anderson
Minister of Adult Fellowship .....	Becky Tolf
Minister of Finance & Budget.....	Bruce Ludlow
Minister of Missions & Evangelism.....	Christy Lofall

## **ELDERS - serving in 2023**

Along with Pastors Mark Kernan and Ryan Kirchoff...  
♦ Kevin Donohoe ♦ Steve Smith ♦ Todd Mills

**Olympic Evangelical Free Church**  
**Annual Meeting Agenda**  
**November 26, 2023**

Call to order

Prayer

1. First order of business: Ballot vote for new members

2. Comments or Questions related to the Annual report

3. Financial Policy regarding financial overage

- Missionary Care (2022 overage) \$4500. Floor Vote
- Capital Fund (2022 overage) \$6879.26 Floor Vote

4. Transition and reaffirmation of 3 COM positions to deacon positions:

- Christy Lofall (Deaconess of Missionary Care)
- Bruce Ludlow (Deacon of Finance)
- and Roger Anderson (Deacon of Congregational Care)

5. 2024 church budget

Ballot vote on 3 deacon(ness) positions and 2024 Budget

Open Floor

Closing prayer

Adjourn

# **COUNCIL OF MINISTERS**

## **2023 REPORTS**

### **CHURCH CHAIRMAN**

Dear Church,

It has been a very great privilege to serve as your church chairman for this past year. As I look back on 2023, I am happy to say that we are moving forward and in the right direction.

Our Sunday morning worship services are well attended, and we are growing in number. Wednesday evening discipleship classes are also doing quite well. The small groups as a whole are growing and are engaged in ministry toward one another and growing in community. We have new members that are stepping up to serve and lead in different areas of ministry.

We are progressing down the path I think that God intends for us, as we grow in grace and knowledge of our lord Jesus Christ. Our lord said that he would build his church, and he still is, right here at Olympic Evangelical Free Church.

I have come to appreciate more and more the church of Jesus Christ as God's chosen way for us to live out our faith. God's plan is to conform us to the image of his son. He is doing that in and through his church. His desire for us is our sanctification and he is accomplishing this through our living, worshipping, learning, and maturing together in community.

I say these things to encourage you to persevere in your walk of faith and love. Continue to find ways to serve God and your brothers and sisters in the church home that he has given you. Let your love and care for others overflow into acts of service meeting the needs of those around you.

God has strategically placed us in this fallen world full of people who are lost, without the Savior. We come into regular contact with people who need to hear the gospel and change their eternal trajectory. I encourage you to find ways to have gospel conversations with your unsaved friends and family members.

And in conclusion, I want to bless you all, and tell you that you are known, loved and prayed for by your Elders, so that you will live a life of satisfying relationship with one another and the one who saved you, Jesus Christ our Lord.

For your Elders,  
Kevin

## **MINISTER OF MISSIONS & EVANGELISM**

It was a joy to have Greg & Melissa Griesemer and Jack & Amy Christensen join our committee. They bring passion for missions and good ideas. Through regular contact with our missionaries, Margaret and Ron Raub continue to gather their current prayer requests for our bulletin and newsletter. As past missions committee lead, Beryl Carpenter continues to give input based on her years of experience. I appreciate each one of them so much.

Our congregation had opportunities to hear from James and Kari Kuster in our small groups and in front of the church on September 24th. Also Fred and Vicki Van Gorkom of Christian Veterinary Missions gave the sermon and exhorted us toward world missions on October 15<sup>th</sup>. It was so good to hear from both couples.

Some current bits of news on our missionaries:

**Peter & Hazel Twele** with Wycliffe Bible Translators report that a group of “Fini” speakers (too dangerous to say the real name) met for several weeks in October with them to hold a Rapid Word Collection workshop to publish a dictionary using their newly established alphabet. They are also working on other translation projects in different stages of development.

**Drs. Fred & Vicki Van Gorkom** with Christian Veterinary Mission after 25 years of work in Ethiopia now mobilizes, trains, sends and mentors long and short-term veterinary missionaries in Africa and around the world.

**Dan & Carrie Ritzman**, after planting a church among the Iranian expatriates in Belgium for the last 30 years they are turning over the leadership to Iranian believers whom they have shepherded. They hosted their last church leadership retreat in August. They ask for prayer as they pass the baton.

**Richard & Debi Maxwell** with Alpha Counseling continue to serve folks from Kitsap County and beyond through Biblically based counseling.

**Drs. Ernest & Effie Dyck**, EFCA Reach Global, Caribbean & Latin America, have announced their intention to retire after 35+ years of church planting & development in the region. But then after the announcement they were asked to put on their “Rock Firm Marriages” seminar with 35 couples in Georgia.

**James & Kari Kuster**, CRU, will move to Taiwan in the new year partnering with local believers. They will teach English and do Outdoor Ministry to connect people with the Gospel. Why Taiwan? Because the spiritual need is great (out of 24 million people only 3 percent are Christian) and because few are willing to go and Taiwan is politically and spiritually open for now.

**Carey & Holly Holmquist**, Proclaim International, have several times had Christian music outreach concerts in Peru. For the first time in September, they put on a kids camp in Lima teaching Bible stories on Daniel in English. Christy Lofall and Alyson Kreifels went with them on their team.

**Tionna Tillequots**, Sacred Road Ministries, Yakima Reservation, ministers to kids in the before and after school programs. She helps in all the outreach activities and special celebrations that draw in kids on the fringe.

**Greg & Heidi Carlson**, Cadence International. Their home is always open to sailors and marines from our local bases and ports. Among other outreach events and activities, Friday nights include a home cooked meal, an engaging Bible study and fun activities that break down walls and help create community that so many desperately need.

**Sophia**, Proclaim International and Blue Sky Camps, east Asia. She held a successful kids camp in July with older believing campers to help. A month ago she went into a small store to buy noodles and led two young women who worked there to the Lord. I (Christy) served with her in South Africa in March and Peru in September. When I was frustrated and depressed with the corruption and poverty in both places, she reminded me to not be distracted by the darkness, but to look to the Light. OEFC also supports in smaller ways these ministries: Coffee Oasis, Children of the Nations, Trillium Women's Center (formerly Pregnancy Resource Services), West Sound Youth for Christ, and Black Lake Bible Camp.

With a thankful heart for the encouragement I receive from our missionaries' work,

Christy Lofall

## **MINISTER OF CARING**

The caring ministry is definitely a team effort. I feel like I'm the coach/trainer/waterboy on the sidelines cheering on those doing most of the heavy lifting. I am humbled by all the acts of mercy happening behind the scenes that I often only learn about after the fact. I love it when you are listening to the Holy Spirit and are being Jesus to members of our body and to those in our community. I am looking to the changes that the new constitution will initiate in what my team does. The nuts and bolts will pretty much stay the same, just some of the backend things might change.

One of the important things that I do is keeping the elders informed of what is happening. An example would be, "we have meals scheduled for the Jones family who are sick". This does two things, they now know that the Jones are sick, and that they don't need to waste time asking me about meals when they hear about them being sick. The only reason I would ask you to let me know when you are doing some caring work, is so we don't duplicate efforts, and so I can offer support if needed and that I may keep the elders informed (I love telling them that love is being shown by the body and I was clueless)

Here are some of the things that the Caring ministry does:

We provide meals to those who are sick or focusing on that new baby. As most of you have been in one or both of these situations, you know that not having to spend time and effort on preparing a meal is a HUGE help and we are glad we can help in this way.

Visiting, helping with transportation and shopping for those that need help with these things. Not being as mobile as you once were, can be a difficult thing and something we love to help with.

Moving help! Moving is a task that is almost impossible to do by yourself. One of the things that I love about the "OEFC Moving Co" is the fellowship that happens. If you have helped, you know what I mean and how much of a blessing it is that we are helping. If you haven't, please consider getting involved next time there is a need; you will be blessed along with those receiving our help.

The Benevolence (Deacons) Fund. I initiate with elder concurrence the use of this fund to help those in our body and the community when they are struggling with financial needs. This is one of the more difficult things that this ministry does. This is God's money that we want to be prudent with, but we believe the Holy Spirit is doing the real work. We are honored that you give funds for this and it is humbling to see God use this in people's lives.

We help people who are just struggling with the nuts and bolts of everyday life, whether it's a leaky faucet, or to come alongside and help with ideas, suggestions or a shoulder to lean on. I'm sure I have forgotten some things that we do, and I apologize if that is something you are involved with.

We are always looking for help with different needs, please reach out to me if you would like to be involved.

Humbly,

Roger Anderson

## **MINISTER OF ADULT FELLOWSHIP**

This year has flown by and we have had so many fun events! I have really enjoyed the time and it has been my pleasure to serve this year as the minister of fellowship. I really couldn't have done it without all the help and support of so many of you. So, thank you to all who pitched in to help me plan, put time in in the kitchen, and helped me in countless ways!

The year started off with a New Year's Eve game night party. We served chili and hot dogs and it was so well attended we even ran a bit low on food, but it worked out! Next up was a going away taco party for the Alford's. It was sad to say goodbye but fun to celebrate them! February had a fun game night with a Valentine themed gingerbread house competition headed up by Daniel Longley. It was super fun! In March we had another game night this one had an old school Bible drill and minute to win it games. Another crazy and fun night of competition. In the beginning of June, we had the annual Daddy Daughter ball. It was well attended, and all the girls and dads had a great time with dinner, devotions, games and dancing.

The summer connections were a huge hit! We had 4 led by each of the 4 small groups...one each in June and July and 2 in August. Each BBQ had burgers and hot dogs with all the fixings, potato salad, chips and watermelon. The group leading would provide the dessert. We averaged between 100 and 130 people each time we met. Also, in the summer we had a fun wedding celebration for 2 couples who were married this summer to bless them with gifts and a cake reception.

There were two memorials this year that I helped with. One for Sig Rommen in February and one for Betty Kavanagh in September. I appreciated all the help I got from Meilynn Smith in planning both of these memorials. They both turned out really nice for the families and those in attendance.

This fall we first had a game night that turned into a potluck and board games. The attendance was good and a lot of fun was had. We also brought back the very awesome and educational Reformation Party. This was a really big event to coordinate and plan, but since I had done it in years past I was able to use a lot of what I had already done before. It was still a lot of work and I had a ton of help from Ashia and Gina with the program, food and planning. There were so many great volunteers who stepped up to make booths, run booths, man the kitchen, make chili and help me decorate. It was a super fun night and I was thankful it was so well attended and so many people enjoyed it.

Our weekly coffee hour could not happen without Marilee Donahoe and the amazing team of volunteers she has brought together as our Kitchen Manager. Marilee has assembled a wonderful team to set up, serve, clean up and bring goodies each week. Thank you to every one of you who serves our body. Your hospitality makes each week feel special as we gather for fellowship after worshiping our Most High God.

Christmas events are in the works and I hope to have some fun get togethers as we celebrate the coming of our Savior and the start of a New Year. It has really been my pleasure to serve this year and even though I need to step down from the lead role for a while I plan to help whoever is willing to take this big job on in the future.

In the humble service of our Lord and Savior,  
Becky Tolf



## **YOUTH DISCIPLESHIP TEAM (YDT)**

Praise the Lord!! Our Wednesday night classes have continued to serve our children and youth, and there continues to be energy and excitement on their part to participate. They also enjoy the times of fellowship before and after classes. The curriculum for our younger children finished walking them through the life of Christ, and is now taking them through the rest of the New Testament. Our teens finished the Gospel of John last May, and now we are working through the book “The Common Rule.”

All of our teachers and helpers are continuing to work hard to present God’s word to our students in a way that is helpful and engaging. We normally have around 10 volunteers helping each night, and we currently have between 35-45 youth and children in attendance.

Some of this year’s highlights....

- We started the Fall term with the strongest team since I began 4 years ago. We filled all of our volunteer positions and did not need to find people to fill in on a rotating basis. Our new workers are Kathy, Mary, Daniel, and Jonathan.
- We held our first ever “Teen Topic Night” during which we talked about God’s design for sex in marriage.
- We partnered with Keyport Bible Church to host a summer camp for our teens. We took 20 students and 6 adults down to Ocean Park, Washington for 4 days of time in the Word, fellowship, beach time, and fun activities and games.
- Beryl (our Children’s Mid Week Discipleship Coordinator) has stepped down due to all the stress of Rob’s illness. We are very grateful for her faith service behind the scenes these past several years!! She had her hands full recruiting new workers, coordinating schedules, and making sure the teachers have what they needed.
- I continue to enjoy leading the teen group through the “Common Rule.” The teens have been engaging the topic well. We have continued to meet in small groups after our large group teaching time, and we continue to see some really encouraging things from time to time as the teens are able to open up and share what is going on in their lives. It is also really encouraging to see them praying for each other.
- We added Melissa Griesemer as our Nursery Coordinator. She has done a great job organizing the team and providing needed leadership for that ministry. She also has led the charge in involving our young girls in caring for the children. We now have around 8-10 serving in the nursery as assistants! Praise God!

### **Prayer Requests:**

- That the Lord would help us identify a Children’s Midweek Discipleship Coordinator and additional volunteers as the need arises.
- That the Lord would help us identify a Nursery Coordinator and additional volunteers as we have needs arise.
- That the Lord would grant us wisdom and insight as we seek to make the weekly lessons both faithful to Scripture and helpful to our students’ faith.
- That our small groups would be able to get real with each other, sharing struggles and prayer requests.

Thank you all for your support!

Pastor Ryan

## **WORSHIP TEAM**

The Lord continues to meet us week in and week out. It has been a joy to continue to move toward crafting worship services that center our hearts and minds upon the Lord Jesus and all that he did for us. This is a continued and growing passion. And it continues to be the prayer of our team that the Lord would be honored and lifted up as his people gather together.

### **Bullet points for this year:**

- We are thankful to have 4 new team members making their contribution to the body: Scarlet on keys, Sophia on violin, Ronda on vocals, and Jeff on bass and electric guitar. We have also added a new sound person, Jonathan Christensen, and 2 new slide operators, Michelle Longley and Kelsey Kopp.
- I was thankful to have the chance to preach a mini-series on corporate worship, and to hear the feedback from the sermons.
- We were sad to see Nathan Smith go after being such a faithful part of the team. He really blossomed in his role as a leader.
- Daniel has started leading and is doing a wonderful job. I'm very thankful that he and Krista have helped fill in the gaps when I can't lead. And we continue to pray that the Lord will raise up more worship leaders.
- As we come to the end of the year, I am reminded of how bad my voice was last year, and I am grateful for complete healing! Thank you for all your prayers!!

### **Prayer Requests:**

- That the Lord would grant the church and the worship team unity in its understanding and practice of worship.
- That the Lord would give us wisdom, creativity and direction as we plan worship each week.
- That the Lord would continue raising up worship leaders, musicians, and singers to strengthen the team.
- That the Lord would continue to bring our hearts together during worship as we declare and delight in his amazing greatness each Sunday morning!

Thank you all for your support!

Pastor Ryan and the Worship Team

## **MINISTER OF FINANCE**

It has been my pleasure to serve as your treasurer in this the tenth year. This year, unlike the last few years, we have been operating in the black all year. Last year (2022) ended with a surplus of \$17,198.15, which is being distributed per the OEFC Financial Policy: \$3,439.63 for Missions, \$6,879.26 to the Building Fund and another \$6,879.26 yet to be determined, retaining in reserves an amount equal to ¼ of the 2023 budget total.

In addition to regular offerings and on-line donations, OEFC can receive Qualified Charitable Distributions (QCDs) from members' Individual Retirement Accounts (IRAs) and can receive donations of investment stocks through our Edward Jones brokerage account. We are also registered to receive funds from the donation of vehicles and cryptocurrency, via the links on the OEFC.org Giving page.

Below is the General Fund Income Statement, the In & Out Fund Balances and the OEFC Cash Position, all as of October 31, 2023.

<b>2023 GENERAL FUND INCOME STATEMENT (Through Oct)</b>					
	<b>1<sup>st</sup> Quarter</b>	<b>2<sup>nd</sup> Quarter</b>	<b>3<sup>rd</sup> Quarter</b>	<b>October</b>	<b>Year-to-date</b>
<b>Income</b>	93,517.91	88,993.14	114,900.49	46,790.62	344,202.16
<b>Expense</b>	86,600.91	85,166.65	93,653.36	32,707.98	298,128.90
<b>Net Income (Loss)</b>	6,917.00	3,826.49	21,247.13	14,082.64	<b>46,073.26</b>

<b>In &amp; Out Fund Balances:</b>	
Building Fund	66,958.51
Capital Fund	51,020.95
Benevolent Fund	4,213.62
Backpack Buddies	1,372.00
Bookstore	-580.13
Fellowship Events	131.00
Men's Ministry	233.12
Mission Extra	7,745.83
Families	907.00
Youth	447.80
<b>Total</b>	<b>132,449.70</b>

<b>CASH POSITION</b>	<b>OCTOBER</b>
KCU CHECKING	94,477.61
KCU SAVINGS	5.00
CIF INVESTMENT CERTIFICATES	189,024.16
EDWARD JONES BROKERAGE ACCT	0.00
<b>TOTAL CASH ASSETS</b>	<b>283,506.77</b>
<b>(LESS DESIGNATED FUNDS &amp; LIABILITIES)</b>	
IN/OUT FUNDS TOTAL	132,449.70
ACCOUNTS PAYABLE	4,764.05
<b>AVAILABLE CASH ASSETS</b>	<b>146,293.02</b>

I welcome any questions or comments you may have concerning this report or other church financial issues.

Bruce Ludlow

## Lead Pastor Mark Kernan

As I look back at 2023, I am thankful to God for so many things.

- We completed the two-year process of revising our constitution, and at our members meeting on October 29<sup>th</sup>, it was unanimously approved by the membership.
- We have welcomed 8 new members and had 7 of our youth baptized this past year.
- We are continuing to see steady growth in our discipleship ministries on Wednesday nights and in our small groups.
- We have seen God bring new families to our church to fill the void left by the ones that relocated in 2022, many of whom are pursuing membership and jumping right into various areas of service.
- A number of people in our church have told me about gospel conversations they are having or trying to have with family, friends, and coworkers. In fact, one of the surprising themes in these conversations is that many of them are taking place with individuals in the LGBTQ community. It's my deepest prayer that God would perform a glorious work in in these evangelistic encounters.

We have so much to be thankful for. Yet, as I look forward to 2024, I sense that one of our greatest challenges will be the temptation see these very evidences of grace as a reason so sit back and coast instead of continuing to press forward. And by pressing forward, I do not mean attaining some kind of utopia-like perfection in our church or simply trying to expand the weekly attendance at our services. No, to the contrary, I see pressing forward as two interrelated actions.

One, making sure that we do not merely rest on our past “accomplishments” as we humbly celebrate evidence of God’s grace in our church. Two, actively developing the ministry areas and servant leadership we need as a church to minister more effectively by the power and grace of God. In fact, I think this is the very kind of pursuit that Paul is getting at in Philippians 3.

**Philippians 3:12–16** Not that I have already obtained this or am already perfect, but I press on to make it my own, because Christ Jesus has made me his own. <sup>13</sup> Brothers, I do not consider that I have made it my own. But one thing I do: forgetting what lies behind and straining forward to what lies ahead, <sup>14</sup> I press on toward the goal for the prize of the upward call of God in Christ Jesus. <sup>15</sup> Let those of us who are mature think this way, and if in anything you think otherwise, God will reveal that also to you. <sup>16</sup> Only let us hold true to what we have attained.

So, where do I hope to press forward this next year as a church? Let me share three key areas: an increasing focus on corporate evangelism, an increasing focus on shepherding among the elders, and cultivating an increasing vision for the ministry needs that we have in our church— especially vital positions of leadership, like deacons and elders, within our church.

For Your Ever-Increasing Joy in Jesus Christ,  
Mark Kernan

## **Disposition of 2022 Budget Overage**

Dear Church,

On November 26, 2023, you will be asked to vote on several items. One of these is the disposition of funds left over from the 2022 budget.

By policy, 20% of any overage goes to missions, 40% goes to the capital fund, and the final 40% is directed by vote of the congregation.

Your elders are recommending that these funds be placed in the capital fund. The reasoning is that there are at least 3 major expenses on the horizon, and we want to be in a position to pay for those without borrowing. They are maintenance and repair of the parking lot, re-roofing the church building and work in the sanctuary including a new stage, paint, and other items.

Thank you for your consideration,

Your Elders

## Deacon of Congregational Care

**Purpose:** The Deacon of Congregational Care fosters unity, love, and compassion in the church by identifying and attending to the acute and long-term practical needs within the church.

### **Responsibilities:**

- Organize a team of volunteers to assist him or her in meeting the various care needs in our congregation.
- Empower care team by delegating leadership oversight and responsibilities.
- Faithfully steward associated financial and church resources.
- Serves as primary contact for care needs within the church (ex: meals, moving, benevolence, transportation, illness, major surgeries, shut-ins). And works with care team to engage these needs as they arise.
- Serve as primary contact for benevolence needs that come from outside the church (until we are able to install a deacon of mercy ministry).
- Maintain documentation for current policies, procedures, and referral contacts.

### **Communication:**

- Weekly: Keeps pastors and elders informed of general care needs and of visitation needs/requests. Present elders with significant benevolent needs as they arise.
- Monthly: Keep elders apprised of plans. Ask elders for direction. Inform elders of problems or needs.

## Deacon of Facilities

**Purpose:** The deacon of Facilities assists the elders in the faithful stewardship of the Church's building(s).

### **Responsibilities:**

- Organize a team of volunteers to assist him or her in meeting the various repair and upkeep needs that arise.
  - Empower building team by delegating leadership oversight and responsibilities.
  - Faithfully steward associated financial and church resources as appointed by the elders
- 
- Oversee the purchase, maintenance and repair of the property, equipment, and facilities of the church.
  - Perform regular inspections of basic systems.
  - Oversee insurance policies and keep elders advised of necessary adjustments.
  - Serve as overseer and primary contact for janitorial service.
  - Ensure alarm systems and fire extinguishers are inspected annually.
  - Strategically plan for significant maintenance (i.e., carpet replacement, major painting, systems upgrade or replacement).

### **Communication:**

- Monthly: Keep elders apprised of plans. Ask elders for direction. Inform elders of problems or needs.

## Deacon of Fellowship

**Purpose:** The deacon of fellowship helps assimilate individual church members, attenders, and visitors into the greater body by providing gatherings for celebrations, special occasions, and personal connections. In addition to this, the deacon of fellowship oversees the administration of the kitchen.

### Responsibilities:

- Organize a team of volunteers to assist him or her in the planning and accomplishment of fellowship events.
- Empower fellowship team by delegating leadership oversight and responsibilities.
- Identify a kitchen manager who will oversee the weekly kitchen service and associated responsibilities. (See attached job description)
  - Establishing weekly schedule for kitchen duty - set up, serve and clean up or after worship services
  - Overseeing laundry
- Faithfully steward associated financial and church resources. (i.e. maintain kitchen supplies, food, etc.).
- Maintain a “Kitchen Guidebook” (recording kitchen policies / practices, recipes, best food and supply sources, etc.)
- Plan and Implement
  - creative events during the year to foster fellowship in the church body (BBQ’s, game nights, potlucks).
  - special events such as: wedding / baby showers, welcome / farewell parties, etc.
- Assist pastor(s) with funeral/memorial services.

### Communication:

- Monthly: Keep elders apprised of plans. Ask elders for direction. Inform elders of problems or needs.



## Deacon of Finance

**Purpose:** The Deacon of Finance assists the elders in the faithful stewardship of the Church's financial resources.

### **Responsibilities:**

- Appoint a Financial Secretary who is responsible for counting, recording and deposition all income, and preparing the annual giving statements.
- Appoint a Bookkeeper (Treasurer) (or perform the following tasks as the Deacon of Finance.)
- Ensure that full and accurate accounts of receipts and disbursements are kept in books belonging to the church, and that adequate controls are implemented to guarantee that all funds belonging to the church are appropriately handled by any officer, employee, or agent of the church. And that all funds and securities of the church are properly secured in such banks, financial institutions, or depositories as designated by the church.
- Ensure timely payment and recording of all bills and reimbursements. Record all transactions that have been made on the OEFC credit card account. Reconcile all bank, credit card and investment accounts regularly.
- Process payroll, report and pay all payroll liabilities; create and file W-2's annually; understand the unique position for pastors, as dual status employees; and create and file form 1099-NEC annually for non-employees as required.
- Prepare monthly financial reports for OEFC leadership. Present regular reports of the account balances, revenues, and expenses of the church at regular Members' Meetings.
- Provide account of all financial transactions and of the church's financial condition in preparation for the Annual Meeting and as required throughout the year by the elders.
- Provide active assistance and guidance to the Budget Committee.
- Monitor and manage financial accounts to optimize the interest.
- Keep abreast of local, state, and federal employment laws.

### **Communication:**

- Monthly: Keep elders apprised of the financial needs of the church. Ask elders for direction. Inform elders of problems or needs.

## Deacon of Missionary Care

**Purpose:** The Deacon of Missionary Care helps our church to lovingly support our missionaries by:

- developing intentional, compassionate, and supportive relationships.
- keeping the elders and congregation informed of their current ministry status, challenges, and needs.
- advocating ways that our church can actively support our missionaries' needs (fundraising, ministry support trips, etc.)

### **Responsibilities:**

- Organize a team of missionary care volunteers to assist him or her in active care of our missionaries.
- Empower team by delegating leadership oversight and responsibilities.
- Faithfully steward associated financial and church resources.
- Establish a pattern of regular communication with missionaries with the goal of encouraging and getting to know them, their ministry, and their needs.
- Communicate missionary prayer needs to the elders and to the secretary.
- Ensure missions display is up to date.
- Assist pastors in planning missions' emphasis services, whether that be special gatherings or our annual missions emphasis week.
- Maintain documentation for relevant policies, procedures, and contacts.

### **Communication:**

- As needed: Present elders with significant questions or needs as they arise.
- Monthly: Keep elders apprised of plans. Ask elders for direction. Inform elders of problems or needs.