



# WHO RUNS THE CHURCH?

A Brief Guide to Roles  
and Responsibilities  
in the Church Board

## ORIGIN & CHURCH GOVERNANCE

The Evangelical Free Church is an autonomous church that traces its origins to the early 16th century. It was a strain of the early Christian community that intersected with the Reformation movement but opposed institutional and civil affiliations common among state churches in Europe.

### COMMON CONSTITUTIONAL FRAMEWORK

Although Free Churches in Malaysia are 'independent', they share many similar theological and doctrinal convictions. They also subscribe to a common constitutional framework in line with that of Evangelical Free Church of America. The EFC is not a denomination as is usually understood as there is no diocese or central governing body under a single executive head or bishop.

In church government, Evangelical Free Churches here and abroad are not very far different. They typically have a pastor, an elder board and an elected church board to oversee governance and ministries.



The EFCM is the umbrella body of Free churches in the country. EFCM was registered as a society in 1978 although it had existed since 1961.

### AGM, NOMINATIONS, ELECTIONS

During Hope's AGM, board candidates are generally nominated by members of the church and then vetted by a nominating committee. The nominees are then presented to the congregation (registered members) who will ratify selected nominees by majority vote.

# WHO'S IN CHARGE OF THE CHURCH?

The Church Board is tasked with ensuring the church fulfils its mandate of holy witness and missional calling as a “sent” people.

The Board comprises members who have been elected by majority vote (or where necessary, by special appointment of the Elders and the sitting Board) to oversee the wellbeing of the congregation. Hope EFC conducts its AGM every year and its elections once every two years.

## ROLES & RESPONSIBILITIES

**PASTOR** Provides spiritual leadership, feed, and guide the congregation to spiritual growth and service in the Lord Jesus. The Pastor helps to develop and implement the Church’s vision and mission holistically in line with Scripture. Non-elected ex officio.

**CHAIRMAN** Provides administrative oversight . The Chairman presides and directs congregational and Board meetings to develop and oversee the implementation of its agenda, and the advancement of the church’s vision.

**SECRETARY** Administrative duties of record keeping, maintaining lists of members, and preparing agendas. Includes maintenance of church calendar, record minutes at board meetings.

**TREASURER** Responsible for the proper receipt, accounting and disbursement of church funds according to established policies, and keeps accurate records and monthly statements. Oversees stewardship of funds and manage budgets.

**ELDERS** Always plural. Responsible for the spiritual oversight of the church, including 'pastoral' duties of leadership, caring, teaching, equipping, protecting and shepherding.

**DEACON** Oversees ministries and care for God's people. They may complement the Elders in providing spiritual care, but are primarily involved in operational activities.

**EVANGELISM & MISSIONS** Promotes and coordinates the church's efforts in sharing the gospel in our community as well as cross-cultural missions. Helps increase missions awareness, support/partner local missionaries and missions agencies.

**SANCTUARY & WORSHIP** Optimizing sanctuary facilities and equipping the church for worship. Coordination and supervision of worship enablers including ushers, preparation of communion elements, flower arrangement, and media technicians.

### **ADMINISTRATIVE ASSISTANT**

Clerical and general administrative support assisting the Pastor and Church Board.

**COMMUNITY LIAISON** Coordinating justice and mercy ministries. Mobilise individuals within and outside the church to uplift the poor and marginalised through specific actions or programmes.

## **PROPERTY & MAINTENANCE**

Maintenance of church property towards a safe, clean, secure, and user-friendly environment for congregants.

## **HOSPITALITY & VISITATION**

Coordination of refreshments during church services. Extends hospitality to all attendees especially visitors. Ensures that all first-time visitors obtain necessary information and are visited.

**PRAYER COORDINATOR** Coordinates corporate prayer to support the church's missional calling.

### **Who qualifies for office?**

Scripture provides a number of important references on qualification of Elders, Deacons and leaders—which are usually taken to apply to spiritual office in general. Although gifts and abilities are important, almost all references place the character of the candidates at the top of the list. Blamelessness (which is not the same as 'sinlessness'), humility, modesty, patience, exemplary family life and integrity are among prerequisite traits.

**References:** Acts 6:1-6; 1 Timothy 3:1-7; Titus 1:5-9; 1 Peter 5:1-4.

# WE'RE IN THE BUILDING BUSINESS.

Therefore encourage one another  
and build each other  
up, just as in fact  
you are doing.

**1 THESS 5:11**



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