

Council Officer Duties

Ascension Chinese Church parish council officer duty summary:

Computer & Network

- Plan & budget all PC/network related projects for church.
- Coordinate with ministries to maintain & update church web site.
- Make sure the mass schedule of special feasts are posted on our website and information are always updated.
- Make sure we pay the website provider on time to avoid any downtime.
- Construct, maintain & administrate current in house PCs & wireless network. Work with EV team to provide computer class training.
- Work with PR to maintain church information system.
- Provide support for church financial group.
- Deal with ISP regarding Internet connection/rate, domain registration.
- support the Logos accounting software
- Monitor a few church email account:
 - church website email (ascension.chinese.mission@gmail.com)
 - church financial group email (accmhou@gmail.com)
 - church PR/bulletin email accmhou@yahoo.com
- Coordinate/manage the parishioner information system

Public Relations

- Coordinate with ministries on the press release timing and articles
- Send press release of major events to news media (via accmhou@yahoo.com)
- Work to improve the church image in the Houston Chinese community

Secretary

- Responsible to record meeting minutes
- Send meeting minutes to Parish council members and Fr. Zee after each council meeting
- Keep copies of minutes for the entire year in position
- Maintain copy of all meeting minutes and agenda in church office
- Post a copy of meeting minutes on church bulletin board after each council meeting.
- Appoint substitute to record minutes if unable to attend meetings

- Maintain current listing of church ministries
- Prepare and maintain meeting sign up sheets
- Monitor council by-law to ensure compliance
- Maintain listing of current council members with phone numbers, email addresses and terms of service
- Keep council election results to enable future succession in case of resignation/loss of current council members
- Prepare ballot sheets for council. Officer election (June meeting)
- Prepare binders for new incoming\council members (should have the binders ready at the June meeting)

Vice President

- Helping President of council, substitute in the absence of President and instructions from the President.

Finance

- Oversee all accounting functions, such as disbursements, bank and account reconciliations, proper account coding, and annual budgets
- Financial reports to the church council
- Ensure sound fiscal procedure and control are implemented and followed
- Audit weekly counted receipts and make bank deposits
- Record donations to parishioner accounts and provide each an annual giving statement
- File required IRS tax forms serve as contact for the G-H Archdiocese Parish Administrative Service (PAS) and Accounting Departments
- Act as Ascension liaison with the Logos personnel
- Advisor to Pastor and ministries on fiscal matters