

“Preamble to All Secretariat Duties”

Gus Martschink: Lay Leader

“O Lord, God and Father, send the bright beams of Your grace and mercy on the leaders of our South Carolina Via de Cristo Secretariat as they serve the people of our church. Equip them with every good and perfect gift that comes down from above. Give them wisdom and insight, courage and strength as they discern what is best in their roles in leadership. Most of all, keep them faithful to their promise to carry out their office according to Your holy Word. Amen.”

Each member of Secretariat will be responsible for:

1. Attend all Secretariat meetings following the bylaws as well as the Ultreya’s following each Weekend Retreats if possible.
2. Keep copious notes within your detailed duties by documenting actions completed, contacts showing who helped, those actions successful, those actions that need review and improvement, and any details important for future training of your replacement within your area of responsibility.
3. When you know the date when you will vacate your duties and afterwards, you will be responsible for detailed training for your replacement to the extent your replacement will be able to proceed with confidence. This includes turning over all your notes to your replacement and the offer to be contacted at any time for help and/or guidance beyond your term on Secretariat.
4. Where practical and with the guidance of the Lay Leader, you will be open to temporarily self-cross training for the purpose of learning and teaching multiple duties within Secretariat.
5. When asked by the Lay Leader to perform other duties requested, you will do so with the best of your ability.

Lay Leader Duties
Gus Martschink

The Lay Leader is responsible for conducting the regular meetings of Secretariat as well as:

1. Create the agenda for all Secretariat meetings, relying on input from members including past experiences, as well as present and future visions.
2. Prayerfully create a leadership vision to guide the Secretariat members focusing on short and long-term goals so that future growth will be on solid ground.
3. Work directly with the Treasurer to ensure the financial health and stability of SCVdC via the Finance Committee.
4. Ensure that an annual or semi-annual Audit and/or Review of the Treasurers' books will take place in accordance with General Accepting Accounting Principles (GAAP) and the SCVdC Bylaws.
5. Work with the Treasurer and the Finance Committee to timely review funds within Vanguard or any future funds so that maximum growth can be the goal.
6. Maintain with the Treasurer's hands-on approach regarding the Administrative Budget focusing on any cash flow challenges should they appear.
7. Work with the Finance committee to review the previous weekend finances to ensure the Weekend does not have a profit nor does it have a targeted loss of approximately \$200 as a goal.
8. Work directly with the Webmaster to ensure the SCVdC Webpage scviadecristo.org maintains updated and easy access and simple to understand documents that reflect truth and transparency to our community members and webpage guests.
9. During the transition as the new Lay Leader is installed, the outgoing Lay Leader will provide all necessary documentation as soon as practical to the new Lay Leader with an ethical commitment to review the documents and guide to the degree the new Lay Leader will have ample understanding of the Lay Leaders Job Duties and direction of Secretariat. The outgoing Lay Leader will commit to continued training and be available to answer any questions of the new Lay Leader.
10. Communicate via the Webpage to the overall SCVdC Community updating information and future visions of the Secretariat as well as any communications that will keep the Community fully informed.
11. Guide the Secretariat to choose a Rector/Rectora in advance so that the newly chosen Rector/Rectora will be the head Cha prior to their Weekend.
12. Ensure all historical documents are correctly updated and archived via the Secretary and the Webmaster.
13. Appoint all committees with Secretariat approval.
14. Sign legal documents for the Secretariat only with Secretariat approval.

15. Represent the SCVDC Secretariat at various meetings inside South Carolina and outside the state where practical.
16. Invite the new Rector/Rectora to attend Secretariat meetings to give updates on building the Team as well as seeking help and/or guidance.
17. Invite the Webmaster to all Secretariat meetings for the purpose of exchanging information and direction.
18. Ensure every Weekend Retreat complies with the Essentials 31 guided by NLS. The only exceptions are those Adiaphorous (Not Essentials) that Secretariat approves of based on historical success that added spiritual joy to the Weekend Pilgrims experiences.
19. Prior to the first official Rector(a) meeting, the Lay leader will meet via Zoom or face-to-face with the Rector/Rectora, Head Cha, Head Outside Cha, and the Weekend Coordinator. The purpose of such meeting is for the Lay Leader to share the previous Weekend evaluations focusing on any improvements where needed. This meeting is informative only for the benefit of the Team's ability to improve areas where needed.
20. Appoint with input from the Secretariat a committee to Review the Accounting of the Treasurers books using the GAAP method. Report on a final report to the Secretariat for review.

Difference between an Audit and Review

21. An Audit provides the highest level of assurance that financial statements are accurate. An audit is a comprehensive financial examination and conducted only by a qualified CPA that includes in-depth detail testing.
22. A Review is a more limited assessment required inquiry and analytical procedure only without the deep detail testing required by an audit.
23. If any time during the Review of the accounting where there may be questions regarding any deviation from the GAAP method, the review committee should report to the Lay leader who will report to the Secretariat to determine if it is necessary to hire a qualified CPA to begin an Audit.

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