

CHURCH OF GOD IN CHRIST, INC.



GENERAL ASSEMBLY



JOB- DESCRIPTION AND REMUNERATION COMMITTEE

JOB- DESCRIPTION RECOMMENDATIONS

**Bishop Charles Edward Blake, Sr.
Presiding Bishop**

**Bishop James W. Hunt, Sr.
General Assembly Chairman**

**Dr. Frederick Douglas Jenkins
JRC Committee Chairman**

Church Of God In Christ. Inc.



GENERAL ASSEMBLY

BISHOP JAMES W. HUNT, SR.
General Assembly Chairman



JOB-DESCRIPTION and **R**EMUNERATION **C**OMMITTEE

NOVEMBER 2015 RECOMMENDATIONS

Dr. Frederick D. Jenkins, Chairman
Dr. Lanelle Perry, Secretary

Sub-Committee Chairs

Judicial
Dr. Robert E. Garner

Legislative
Bishop Embra R. Patterson

Executive
Bishop Jimmie L. Williams

Remuneration
Dr. Fay M. Butler

Structure
Supt. Leonard Chapple, Sr.



**Presiding Bishop and Chief Apostle
Charles Edward Blake, Sr.**

**As we face the complexity of the challenges,
frustration and discouragements of “Now”
let us look to scripture for the promises of the
“Yet to come”**

Psalm 37:39

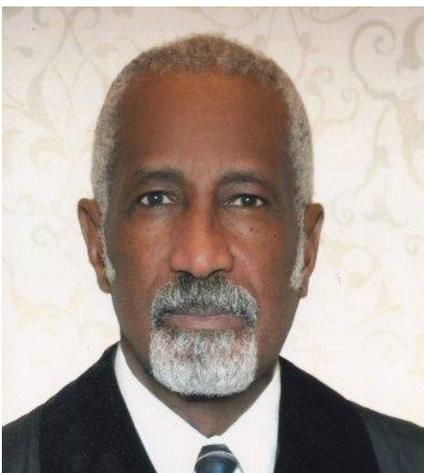
“But the salvation of the righteous is from the LORD; He is their strength in time of trouble.”

"I have told you these things, so that in me you may have peace. In this world you will have trouble. But take heart! I have overcome the world." John 16.33



**Bishop James W. Hunt
General Assembly Chairman**

**"It is the Lord who goes before you. He will
be with you; he will not fail you or forsake you.
Do not fear or be dismayed." -Deuteronomy 31:8**



**Supt Thomas Jackson
Chairman Judiciary Board**

**"When the righteous cry for help,
the Lord hears, and rescues them
from all their troubles." -Psalm 34:17**

Church Of God In Christ, Inc.

General Assembly



JOB-DESCRIPTION and **R**EMUNERATION **C**OMMITTEE

Contact Information

Job-Description and Remuneration Committee

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We Welcome and Thank You for Your Input!!!!

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JOB-DESCRIPTION and **R**EMUNERATION **C**OMMITTEE

To: All Elected and Appointed Officers, Boards, Departments, Committees, Delegates, and Members of the Church Of God In Christ.

On behalf of this outstanding Committee and I wish to express our sincere appreciation for the opportunity you have afforded us to serve so great a church. This has been a great honor and privilege to be part of this momentous effort.

Less we forget those Committee Members who served before us on whose shoulders we stand, and the Chairmen who served just before me, Bishop David Screven and Bishop Charles Brown thank you for what you left us to build on.

Special thank you to our Presiding Bishop and members of the General Board for their transparency in responding to our request for information and documentation. Also our appreciation to the General Secretary, Financial Secretary, Treasurer, Trustee Board, Judiciary Board and of course our Chairman and the General Assembly.

And the members of this committee who have work have done so with dedicated and committee loyalty.

We are aware of the fact that we may not address all of the concerns relative to Job Descriptions and Remunerations at this point. It is our hope however, that you will appreciate our dedicated efforts and consider the recommendations made in this report.

“But Jesus beheld *them*, and said unto them, With men this is impossible; but with God all things are possible.” Matt. 19:26

Dr. Frederick Douglas Jenkins
Chairman, JRC

INTRODUCTION

The Church Of God In Christ at this present moment stretches nearly around the globe with congregations in Europe, the Caribbean, Central America, South America, Africa, and Asia as well as covering the United States and its territories.

We are a multinational, multi-lingual, multi-cultural, multi-ethnic, and multi-generational Church.

We seek to reach and serve all of God's people even those who may have very different views and experiences of our organizations and structures. We intend to educate, embrace and grow in order to empower the ministries and witness of our church.

The Church Of God In Christ is a complex organism with multiple levels of organization and structure, over which the General Assembly is the final Legislative authority.

The Church is governed and decisions are made at every level through democratic processes in which all members of the church (Lay persons, Missionaries, Supervisors, Ministers, Elders, Pastors, and Bishops,) participate.

The winds of change are blowing throughout the community of Churches, our Church is no exception. Church-going Baby Boomers continue to populate our pews, and the Millennia's' "spiritual-not religious" interests have pushed our Church to claim its relevance.

Concern about declining and shifting membership, changing attitudes toward our Church organizational structure, declining resources for existing churches, programs, travel and staff, rapidly changing needs and methods for communication, and questions of inclusion are but some of the contributing factors to this era of change.

While anxiety, resistance, and fear are natural and predictable human responses to change, it is also true that uncertainty inspires adaptation and innovation – and throughout the Church Of God In Christ, communities of faith we are responding to the changes with creative ingenuity.

We the Members of The Church Of God In Christ desired a strong and fair Church Government. We also want to protect individual freedoms and prevent our Church Government from abusing its power. We believed this could be done by having three separate segments (Branches) of Church Government: Fashioned after the United States Government model with modifications to meet our particular needs as we are a Church that holds the Holy Bible as our rules of law and practice of faith. Those segments (Branches) are the Legislative Segment/Branch (or Body), the Executive Segment/ Branch, and the Judicial Segment/Branch.

THE GENERAL ASSEMBLY



The General Assembly the Legislative Segment(Body)

The Church Of God In Christ, Inc., governance is what might be called a **Hybrid** form of Church Government in that it is not purely any one of the three major recognized form of Church government (*Episcopal, Presbyterian, or Congregational*). We operate in effect as an (***Episcopacy operating within a Democracy with a Theocratic flavor***), we are however according to the Judicial Code of Conduct of the CHURCH OF GOD IN CHRIST and numerous Case Law studies considered a **Hierarchical** church, and our government is divided into three segments (Branches), fashioned after the Federal and State governments - **The Legislative, The Executive** and **The Judicial** - which formulates the Checks and Balances system. The Checks and Balances allows for each segment (Branch) to maintain certain powers and authority not to be exceeded or abused.

The Legislative Segment (Branch/Body)

The General Assembly represents **The Legislative Segment (or Body if you will from which the branches spring)**, the segment of Church government that makes the laws and expresses Doctrine. The Church Of God In Christ, Inc.'s Legislature is a **Unicameral Legislature**, meaning there is one chamber of the legislature. Our Legislature is made up of elected delegates from the Ecclesiastical Jurisdictions (*foreign and domestic*) of our Church; the number of delegates from each Ecclesiastical Jurisdiction is set by the Constitution. The General Assembly shall elect from the delegates the following officers: Chairman, Vice-Chairman, General Secretary, Financial Secretary, Treasurer and Trustee Board. The Legislature is presided over by an Elected Chairman, who in consultation with the Executive and Judicial Branch along with other operating components of the Church presents the General Assembly's agenda.

Along with presiding over the assembly, the Chairman also selects and recommends committee chairs for the various committees of the assembly to the assembly for endorsement. According to the Church Of God In Christ, Inc. Constitution, the Legislature meets twice annually.

The Charters, Constitutions, By-Laws, Policies & Procedures, and statutes, are the sources of authority for elected officials and staff in the policy-making process of our Church.

The General Assembly

In accordance with the provisions of the Charter of the Church Of God In Christ filed in the state

of Tennessee and the Constitution as outlined in the Church Of God In Christ Official Manual, The General Assembly is the supreme legislative authority of the Church Of God In Christ. The General Assembly shall be governed by the Charter, Constitution, Bylaws, Policies, Rules and Procedures of the Church Of God In Christ, Inc. and General Assembly Rules as they now are or may be amended from time to time. Where the Constitution and General Assembly Rules are silent, at the discretion of the Chair or the will of the assembly, Robert's Rules of Order, Parliamentary Law may be followed as is prescribed for deliberative assemblies and associations.

The General Assembly is the only tribunal which has power and authority to express doctrines and creeds for the Church of God In Christ. The General Assembly's decisions shall be binding on all members of the Church Of God In Christ.

The General Assembly shall adopt such rules, procedures and regulations governing the conduct of its business and its organization, as it may deem necessary, proper and/or expedient, not in conflict with or repugnant to the Charter, Constitution, By-Laws, Policy and Procedures as they now are or may be amended from time to time.

There can be no appeal of the decisions and determinations of the General Assembly.

Powers and Restrictions of the General Assembly

The power and authority of the General Assembly to legislate for the Church, to make such rules and regulations over all the departments as it may deem best, is limited by the following restrictions:

- (1) It shall not set aside or change any of our articles of faith, nor shall it establish any new doctrines contrary to the doctrines that now exist in the Church.
- (2). The General Assembly shall not abolish our representative form of government nor the General Superintendency, nor deprive it of any of the authority given it by this Constitution.
No person shall be seated in the General Assembly who has not been duly elected as a delegate or an alternate by a recognized Jurisdictional Assembly of the Church Of God In Christ.
- (3) The General Assembly shall not deprive our ministers or members of a fair orderly trial or appeal in case of conviction.

DUES AND ASSESSMENTS

The Church of God In Christ shall have the right and power to levy assessments and dues upon all of its members in such amounts, at such times and places, and upon such terms and conditions as the General Assembly shall determine.

JRC Job Description Recommendation For CHAIRMAN OF THE GENERAL ASSEMBLY

TITLE of the POSITION:

Chairman

DEPARTMENT/SEGMENT/ENTITY:

General Assembly

JOB SUMMARY:

1. The Chairman presides and provides leadership and direction to the General Assembly and Facilitate the General Assembly Session.
2. The Chairman's aim shall be to enable the General Assembly to fulfill its responsibilities for the overall governance and strategic direction of the General Church.
3. The Chairman will ensure that the General Assembly complies with its governing document, law, to include civil law and any other relevant legislation or regulations and to make sure that the General Assembly pursues its objects as defined in its governing document.
4. The Chairman also works in partnership with the Executive and Judicial segments (Branches) of the Church and the Support sections (i.e. the Board of Bishops, Pastors and Elders Council, Departments, ect) of the church to achieve the aims of the Church; and to optimize the relationship between the entities of the Church.
5. In addition to the general responsibilities the Chairman has a number of tasks specific to the Chairman's role.
6. The Chairman presides at all sessions of the General Assembly and in collaboration with the Executive and Judicial Segments (Branches) of the Church puts forth an agenda to address the business and concerns of the Church, maintaining order in the assembly, assuring the rights of all delegates to be heard.

ACCOUNTABLE TO and/ or CONSULTS WITH:

Accountable to the General Assembly; and Collaborates with the Executive and Judicial Segments (Branches).

GENERAL RESPONSIBILITIES:

1. Provide a secured and safe environment to conduct General Assembly Business.
2. Provide adequate staffing to conduct the Business of the General Assembly.
3. Provide the necessary communication, materials, and mediums to conduct the business.
4. Provide the necessary notice and opportunity for delegate participation.
5. Provide a point of contact and/or liaison for matters of concern to the business.

6. Represent and be the Spokesman for the General Assembly at appropriate events, meetings and / or functions when necessary and / or required.

GENERAL DUTIES:

1. **To open** the General Assembly session at the time at which the assembly is to meet, by taking the chair and calling the members to order; to announce the business before the assembly from a printed agenda in the order in which it is to be acted upon in accordance with General Assembly Rules;
2. **To recognize** members entitled to the floor;
3. **To state** and to put to vote all questions which are regularly moved, or necessarily arise in the course of the proceedings, and to announce the result of the vote;
4. **To protect** the assembly from annoyance from evidently frivolous or dilatory motions by refusing to recognize them;
5. **To assist** in the expediting of business in every way compatible with the rights of the members, as by allowing brief remarks when un-debatable motions are pending, if he thinks it advisable;
6. **To restrain** the members when engaged in debate, within the rules of order;
7. **To enforce** on all occasions the observance of order and decorum among the members, deciding all questions of order (subject to an appeal to the assembly by any two members) unless when in doubt he prefers to submit the question for the decision of the assembly;
8. **To inform** the assembly, when necessary, or when referred to for the purpose, on a point of order or practice pertinent to pending business;
9. **To authenticate**, by his signature, when necessary, all the acts, orders, and proceedings of the assembly declaring its will and in all things obeying its commands.

GENERAL TASKS:

1. Prepare an agenda.
2. Meet with Executive Committee of General Assembly.
3. Meet with Standing Committee Chairs.
4. Prepare, submit and manage a budget for the General Assembly.
5. Attend national funerals and other required events representing General Assembly.
6. Oversee and supervise the General Assembly office in Memphis, Tennessee.
7. Conduct the installation of all elected national officers.
8. Sign all necessary documents to legitimize their authenticity.
9. Select Committee Chairs to be approved by the General Assembly.

TERM OF SERVICE:

Four (4) years

GENERAL QUALIFICATION:

1. The chief biblical texts that develop the requirements of leaders are: 1 Timothy 3:1-12, 2 Timothy 2:1-13, Titus 1:5-9, Acts 6:1-6, and Exodus 18:19-22. The qualifications spelled out in these passages can be summarized in four words: commitment, conviction, competency, and moral character.
2. On the profession of their faith must be saved sanctified and filled with the Holy Ghost, a member of a local church, district, and ecclesiastical jurisdiction foreign or domestic in the Church Of God In Christ, and in good standing and fellowship in all.
 - a. Believe in and comply with the Doctrine of the Church Of God In Christ.
 - b. Comply with the Charter, Constitution, By-Laws, Policies, Procedures and Practices of the Church Of God In Christ, as they now are or as may be amended from time to time.
 - c. Believe Heb. 12:14, Titus1:5-9 and all Biblical requirement of a believer.
3. He shall not be nor have been found guilty of:
 - a. Adultery or immoral character.
 - b. Smoking, drinking or any unclean habit.
4. The Chairman shall be men of unimpeachable character and in good health.
5. Excellent work history with no criminal record.
6. Must be bondable.

DESIRED QUALIFICATIONS:

1. Commitment to the General Assembly and the Church Of God InChrist.
2. Team player by showing Leadership ability in working with others.
3. Integrity, strategic vision and good/independent judgment.
4. A willingness to devote the necessary time and effort to the duties as Chairman.
5. Ability to accept decisions for the good of the General Assembly and the General Church.
6. Good, independent judgment, considering input of others.
7. Good communication skills, verbal and written.
8. Tact and diplomacy.
9. Understanding of the legal, moral, ethical, spiritual responsibilities and liabilities of the General Assembly.
10. Functional Knowledge of Roberts Rules of Order and Parliamentary Law.

GENERAL SKILLS:

1. Ability to read and write.
2. Ability to communicate verbally.
3. Have some computer knowledge
4. Understanding of Church organization and Fiduciary responsibilities.
5. Organizational and managerial skill.
6. Be a good listener.

DESIRABLE EXPERIENCE:

1. Prior working experience in the General Assembly, including sub committees- at least 7 years.
2. Mastery of the Knowledge of the type of work undertaken by the General Assembly.
3. Comprehensive Knowledge of the Church Of God In Christ structure, civil and ecclesiastical.
4. Functional Knowledge of the Church Of God In Christ constitution, charter, by-laws policies and procedures.
5. At least fifteen (15) years in the Church Of God In Christ.
6. At least 35 years of age.
7. Prior working experience in Jurisdictional Assembly.
8. Conflict Resolution especially with large groups.

EDUCATION:

Acts 4:13

Now when they saw the boldness of Peter and John, and perceived that they were unlearned and ignorant men, they marvelled; and they took knowledge of them, that they had been with Jesus.

A Bachelors Degree is desirable, but not required.

COMPENSATION:

See Remuneration Policy Manual.

DISCLAIMER:

The job description herein addressed are subject to the established guidelines set forth in the Charter, Constitution, By-Laws, Policy and Procedures ,and directives as they now are or may be amended from time to time by the General Assembly of the Church Of God In Christ.

It should be clearly understood that this Job Description is only a summary of the general functions of this job; it is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties one may encounter.

The Church Of God In Christ reserves the right to be selective in its choice. Because one meets the requirements set forth does not guarantee election to this job, even if elected to serve should there be cause for rejection and or removal from office, the Church Of God In Christ reserves that right.

JRC Job Description Recommendation For VICE CHAIRMAN GENERAL ASSEMBLY

TITLE OF POSITION:

Vice Chairman

DEPARTMENT/SEGMENT/ENTITY:

General Assembly

JOB SUMMARY:

1. In the absence of and at the digression of the Chairman, the Vice Chairman shall carry out the functions and duties of the Chairman. Should a vacancy occur in the office of the Chairman the Vice Chairman shall assume the duties and office of the Chair and become the Chairman.

REPORTS TO AND/OR CONSULTS WITH:

General Assembly Chairman

GENERAL RESPONSIBILITIES:

1. Aid and assist the Chairman in discharging his duties and function, and shall if, for any reason, the Chairman is unable to serve, or at the direction the Vice Chairman will carry out those functions.

GENERAL TASKS:

1. To supervise and oversee the functions of the General Assembly Committees.
2. Any other duties assigned by the Chairman.

TERM OF SERVICE:

4 years

GENERAL QUALIFICATION:

1. The chief biblical texts that develop the requirements of leaders are: 1 Timothy 3:1-12, 2 Timothy 2:1-13, Titus 1:5-9, Acts 6:1-6, and Exodus 18:19-22. The qualifications spelled out in these passages can be summarized in four words: commitment, conviction, competency, and moral character.
2. On the profession of their faith must be saved sanctified and filled with the Holy Ghost, a member of a local church, district, and ecclesiastical jurisdiction foreign or domestic in the Church Of God In Christ, and in good standing and fellowship in all.
 - a. Believe in and comply with the Doctrine of the Church Of God In Christ.

- b. Comply with the Charter, Constitution, By-Laws, Policies, Procedures and Practices of the Church Of God In Christ, as they now are or as may be amended from time to time.
 - c. Believe Heb. 12:14, Titus1:5-9 and all Biblical requirement of a believer.
 - 3. He shall not be nor have been found guilty of:
 - a. Adultery or immoral character.
 - b. Smoking, drinking or any unclean habit.
 - 4. The Vice Chairman shall be of unimpeachable character and in good health.
 - 5. Excellent work history with no criminal record.
 - 6. Must be bondable.
 - 7. Any other requirements of the Church Of God In Christ not listed herein.

DESIRED EXPERIENCE:

- 1. The complexity of this position is that the Vice Chairman shall possess all the capabilities of the Chairman.

EDUCATION:

Acts 4:13

Now when they saw the boldness of Peter and John, and perceived that they were unlearned and ignorant men, they marvelled; and they took knowledge of them, that they had been with Jesus.

A Bachelors Degree is desirable, but not required.

COMPENSATION:

See Remunerations Policy Manual.

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GENERAL SECRETARY OFFICE



GENERAL SECRETARY'S OFFICE

In accordance with *Article III Part II* the Church Of God In Christ Ecclesiastical Structure is composed of the following:

- (A) The General Assembly,
- (B) The General Board,
- (C) The Board of Bishops,
- (D) The General Council of Pastors and Elders
- (E) The Women's Department,
- (F) Jurisdictional Assemblies, and Local Churches.

Article III Part II provides that the General Assembly would elect a General Secretary. The General Secretary would be the Secretary for both the General Assembly and the General Church.

THE GENERAL SECRETARY'S OFFICE

The core mission of the General Secretary's Office according to the Church Of God In Christ constitution is to fulfill the statutory and legal obligations in relation to the General Church and the General Assembly and to ensure that the Church Of God In Christ is legally compliant in all respects. The General Secretary's Office is also responsible for the Church Of God In Christ's communication and the production of the General Assembly's Annual Report and other Church publications as assigned and directed.

In addition to these activities, the General Secretary's Office provides the secretariat for the statutory staffing of the entities of the Church as requested and/or required. The office is also responsible for the development, implementation and maintenance of the Church Of God In Christ electronic record retrieval and archive system. The office also manages preserves and promotes the Church Of God In Christ document Collections system.

The General Secretary's Office provides both clerical and administrative support to the entities of our Church. Their role is vital to the administration and smooth-running of our church organization.

The General Secretary's Office is involved with the coordination and implementation of office procedures and frequently has responsibility for specific projects and tasks as assigned and/or directed.

JRC Job Description Recommendation

For

GENERAL SECRETARY

TITLE OF POSITION:

General Secretary

DEPARTMENT/SEGMENT/ENTITY:

Office of the General Secretary

JOB SUMMARY:

1. The **General Secretary** supervises the maintenance of communication between the General Church and credential holders.
2. The **General Secretary** oversees the record archive of our church.
3. The **General Secretary** ensures that Credential holders receive their necessary documents, credentials and reports from the National Church.
4. The **General Secretary** shall be authorized to appoint the necessary assistants to aid and assist him in carrying out the proper functions of the Office of General Secretary.

REPORTS to or CONSULTS WITH:

1. General Assembly and the General Board.

GENERAL RESPONSIBILITIES:

1. Establishes and monitors an efficient and effective system to register delegates to the General Assembly.
2. Maintains an up to date record of all registered and certified General Assembly delegates.
3. Maintains a current listing of all churches and their location bearing the name and seal of the Church of God In Christ.
4. Maintains reports submitted to the General Assembly from all committees and officials of the church.
5. General Secretary Responsibilities include such duties as office coordination, scheduling meetings, preparing and maintaining office records, reports, and correspondence pertaining to the business of our church, and staff' management.
6. The General Secretary exercises some measure independent judgment and action, which may include making frequent decisions in accordance with delegated authority
7. and responsibilities assigned by the Administration. Primary emphasis is placed upon relieving the Administration of midlevel administrative details by preparing considerable

correspondence, compiling and summarizing data into concise form and by preparation of reports.

GENERAL TASKS:

1. Assist in preparing General Assembly agenda.
2. Receives report from General Assembly Committees.
3. Prepare, submit and manage a budget for the Office of the General Secretary.
4. Attend national funerals and other necessary required events.
5. Oversee and supervise the General Secretary's office.
6. Prepare and Sign all necessary Church Of God In Christ documents to legitimize their authenticity.
7. Maintain a high level of confidentiality in Managing, supervising and training other office personnel.
8. Communication with all levels of the Church including but not limited to the Presiding Bishop, General Board, Financial Secretary, Treasurer, CFO, Board of Trustees, Chairman of the General Assembly, all Department Heads, units and jurisdictional Secretaries.
9. Disseminates through mail or on site to Jurisdictional Secretaries: certificates for jurisdiction delegates to the General Assembly; correspondence in reference to forms, reports or any other changes to the reporting requirements; notification of meetings and assessments, and etc.
10. Supervise General Assembly Registration.
11. Announcement.

TERM of SERVICE:

4 years

GENERAL QUALIFICATION:

1. The chief biblical texts that develop the requirements of leaders are: 1 Timothy 3:1-12, 2 Timothy 2:1-13, Titus 1:5-9, Acts 6:1-6, and Exodus 18:19-22. The qualifications spelled out in these passages can be summarized in four words: commitment, conviction, competency, and moral character.
2. On the profession of their faith must be saved sanctified and filled with the Holy Ghost, a member of a local church, district, and ecclesiastical jurisdiction foreign or domestic in the Church Of God In Christ, and in good standing and fellowship in all.
 - a. Believe in and comply with the Doctrine of the Church Of God In Christ.
 - b. Comply with the Charter, Constitution, By-Laws, Policies, Procedures and Practices of the Church Of God In Christ, as they now are or as may be amended from time to time.
 - c. Believe Heb. 12:14, Titus1:5-9 and all Biblical requirement of a believer.
3. He shall not be nor have been found guilty of:
 - a. Adultery or immoral character.
 - b. Smoking, drinking or any unclean habit.

4. The General Secretary shall be of unimpeachable character and in good health.
5. Excellent work history with no criminal record.
6. Must be bondable.
7. Any other requirements of the Church Of God In Christ not listed herein.

DESIRED QUALIFICATIONS:

1. Ability to manage paper and electronic filing systems.
2. Operates a variety of office machines.
3. Excellent spelling and grammar skills.
4. Type quickly and accurately.
5. Ability to use a variety of computer software programs.
6. Ability to handle stress.
7. Ability to travel as needed.
8. Attention to detail.
9. Understanding of Church organization and Fiduciary responsibilities.
10. Organizational and managerial skill.

GENERAL SKILLS:

1. Have some computer knowledge.
2. Interpersonal skills.
3. Team working skills.
4. Negotiation skills.
5. Assertiveness skills.
6. Time management skills.
7. Decision making and problem solving skills.
8. Communication skills.

DESIRED EXPERIENCE:

1. Administrative support experience.
 2. Technologically savvy.
 3. At least Ten (10) Years progressive experience in managing and supervising a fast paced, working/ church/jurisdictional environment with at least 20 employees.
 4. Conflict Resolution with small and large groups.
 5. Demonstrated success with handling challenges and unexpected changes as it relates to registrations for special assemblies and sessions.
-
1. At least 10yrs in Church Of God In Christ.
 2. At least (35) years of age.
 3. Mastery of knowledge of the Church Of God In Christ structure, civil and ecclesiastical as well as the duties of the general secretary.

4. Working knowledge of the functions of the General Assembly.
5. At least some Jurisdictional Secretary experience or secular work experience equivalent.
6. Previous office or commercial work experience can also be helpful. It is vital to have good IT and administrative skills.

EDUCATION:

Acts 4:13

Now when they saw the boldness of Peter and John, and perceived that they were unlearned and ignorant men, they marvelled; and they took knowledge of them, that they had been with Jesus.

A BA Degree is desirable, but not required.

COMPENSATION:

See Remunerations Policy Manual.

DISCLAIMER:

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It should be clearly understood that this Job Description is only a summary of the general functions of this job; it is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties one may encounter.

The Church Of God In Christ reserves the right to be selective in its choice. Because one meets the requirements set forth does not guarantee election to this job, even if elected to serve should there be cause for rejection and or removal from office, the Church Of God In Christ reserves that right.

Churches and Church Organization Finance



STEWARDSHIP/ FINANCE

Churches and Church Organizations are finding it necessary to comply with increasing federal and state government guidelines in operating Nonprofit Organizations. Churches and Church Organizations financial policies are tools to help them avoid conflicts by providing well-written, understandable, and easily followed church policies regarding financial matters. It is important to note that Churches and Church Organizations financial policies will help establish a clear Biblical basis in handling the financial resources God has provided a congregation.

It would be preferable that Churches and Church Organizations financial policies not be included in their constitution and bylaws. Their financial policies should be adopted by a simple majority vote at a regularly scheduled business meeting or conference in our case (The General Assembly). This allows for the policies to be amended, deleted, or added as needed by a simple majority vote at future scheduled business meeting(again in our case The General Assembly).

The Apostle Paul writes in I Corinthians 4:2, “Moreover it is required among those who are stewards that they be found faithful.” (NIV) The Scriptures are filled with directions for Christian stewardship. Here are some of the Scripture verses that can guide you as you develop financial policies. Deuteronomy 8:18; I John 3:17; 2 Corinthians 8:5; Acts 20:35; Philippians 4:18-19; 2 Corinthians 8:9; Proverbs 3:9-10; 2 Corinthians 9:7; 2 Corinthians 16:2; Luke 6:38; 2 Corinthians 9:11; Deuteronomy 16:16-17; and Malachi 3:10.

Stewardship emphasis should be at the forefront of Churches and Church Organizations financial policies. It has been shown that Stewardship is one of the most neglected areas of teaching and training in most Churches and Church Organizations. There are a variety of ways they can give emphasis to stewardship. As they responds to God’s direction for giving, the Churches and Church Organizations finance guidelines will become increasingly important.

Financial Secretary's Office



In accordance with *Article III Part II* the Church Of God In Christ Ecclesiastical Structure is composed of the following:

- (A) The General Assembly,
- (B) The General Board,
- (C) The Board of Bishops,
- (D) The General Council of Pastors and Elders
- (E) The Women's Department,
- (F) Jurisdictional Assemblies, and Local Churches.

Article III Part II provides that the General Assembly elects a Financial Secretary.

The traditional roles and responsibilities of a Finance Office are important for the smooth operation of a business or organization.

The most common function of the Finance Office is the manual documentation and controlling of incoming and outgoing cash flows as well as the actual handling of the cash flows, this function varies from organization to organization.

These two parts played and still play a significant role inside the Finance Office, however, due to the computer revolution it is mostly dealt with on computerized systems. The introduction of mass computer systems has made the task less labour intensive and far quicker, even real-time. Cash flows can be displayed on an up-to-date basis every day; performance can be analyzed and evaluated daily. This gives the Financial Office and Church Leadership useful tools to see how the Church finance is performing at any given time.

The goal of our Church financial function is to achieve three benefits: *Church Support Service, Managing Costs and Effective Control of our resources*. Money is the lifeblood of any

organization our Church is no exception and financial function is the nerve center. Financial function is required to promote or create our Church, asset gains, program development, church expansion, mission outreach and a variety of other church related services. The conventional view of church finances focuses on being proactive, efficient, quantitative, and avoiding averse risk. New innovative views focus on being vision-oriented, opportunity and growth focused.

The leadership of our Church is responsible for all aspects of our Church Financial Health. They are charged with understanding our Church financial situation and not allowing unintended deficits to occur. They remain accountable for the resources entrusted to them, including funding, facilities and staffing, even if they have delegated budget and accounting responsibilities to other areas of our Church.

All funds must be spent in accordance with Church Of God In Christ policy, and operating needs met within available budgets. The Church does not budget separate funds to cover deficits, so alternative sources must be provided if a deficit occurs, such as civil liabilities, or unexpected capital repairs or necessary improvements.

The activities expected from our Financial Secretary's Office cover a wide range from basic bookkeeping to providing information to our Church Leadership in making strategic decisions. What we expect from our Financial Secretary's Office will depend largely on factors such as how much involvement it has in our church organization overall operation.

In some organizations the Financial Secretary and Treasure are one in the same, and while it may appear on the surface that the Job-Description for the Financial Secretary and the Treasurer are somewhat similar be assured their functions are not.

JRC Job Description Recommendation For Financial Secretary

TITLE OF POSITION:

Financial Secretary

DEPARTMENT/SEGMENT/ENTITY:

Financial Secretary's Office

JOB SUMMARY:

1. The **Financial Secretary** shall maintain a record of all financial reports, funds taken in and disbursed, and he shall perform such other duties as may be assigned to him by the Administration and General Assembly.
2. The **Financial Secretary** shall be authorized to appoint a person to assist him in carrying out the duties and functions of his office.
3. The **Financial Secretary** shall be authorized to establish a clerical staff to aid and assist in the duties and functions of the Office of the Financial Secretary.
4. The **Financial Secretary** shall keep records of the credential report of each credential holder, Churches and Jurisdictions of the Church Of God in Christ and make an annual report to the General Assembly and General Board.

REPORTS TO AND/OR CONSULTS WITH:

General Board and General Assembly

(Typically Financial Secretaries report to the organization's Treasurer.)

GENERAL RESPONSIBILITIES:

1. The Financial Secretary shall maintain an accurate record of all monies as well as Financial Reports, transactions, CD'S, Money Market Accounts and any statement that reflects the receiving of or dispersing of monies from any and all sources. In addition, the Financial Secretary shall perform such other responsibilities as may be designated through Legislation by the General Assembly.
2. Receives from the Treasurer, Chief Financial Officer, Board of Trustees and any other relevant entity a record of all Financial Transactions, to include but not limited to deposits, withdrawals, interest paid/received, payment of debts (loans), funds received through donations, special fund raising projects and any other avenue monies are generated for the Church.
3. Develops and supervises staff to aid and assist in the receiving and recording of reports during the National Meetings.
4. Maintaining financial statements, graphs, pledges, reconciliation of bank accounts, provide quarterly giving status, and follow-up on returned checks.

5. Establish a procedure to collect and record money received through methods other than regular offering, including money received through the mail.
6. Maintain and produce individual charitable-gift receipts summaries of all donations received during a calendar year and report same to the General Board and General Assembly.

GENERAL TASKS:

1. Prepare, submit and manage a budget for the Office of Financial Secretary.
2. Attend national funerals and other necessary required events.
3. Oversee and supervise the Office of Financial Secretary.
4. Sign all necessary financial documents to legitimize their authenticity.
5. Reviews the completed departmental budget as submitted by the Board of Trustees to ensure that the Budgets are within Budgetary Constraints of projected income and revenue.
6. **Analyze Church current financial performance.**
7. **Keep and maintain financial records.**
8. Presents the Annual Credential report.
9. Keep meticulous records of all monies going into and out of the Church.
10. Performs other duties, as required.

TERM OF SERVICE:

4 years

GENERAL QUALIFICATION:

1. The chief biblical texts that develop the requirements of leaders are: 1 Timothy 3:1-12, 2 Timothy 2:1-13, Titus 1:5-9, Acts 6:1-6, and Exodus 18:19-22. The qualifications spelled out in these passages can be summarized in four words: commitment, conviction, competency, and moral character.
2. On the profession of their faith must be saved sanctified and filled with the Holy Ghost, a member of a local church, district, and ecclesiastical jurisdiction foreign or domestic in the Church Of God In Christ, and in good standing and fellowship in all.
 - a. Believe in and comply with the Doctrine of the Church Of God In Christ.
 - b. Comply with the Charter, Constitution, By-Laws, Policies, Procedures and Practices of the Church Of God In Christ, as they now are or as may be amended from time to time.
 - c. Believe Heb. 12:14, Titus1:5-9 and all Biblical requirement of a believer.
3. He shall not be nor have been found guilty of:
 - a. Adultery or immoral character.
 - b. Smoking, drinking or any unclean habit,
4. The Financial Secretary shall be of unimpeachable character and in good health.
5. Excellent work history with no criminal record.
6. Must be bondable.
7. Any other requirements of the Church Of God In Christ not listed herein.

DESIRED QUALIFICATIONS:

1. Proficient in QuickBooks, MS Excel, WORD, Outlook and web techniques.
2. Demonstrated ability to facilitate, motivate and lead teams effort.
3. Demonstrated ability to multi-task.
4. Demonstrated ability to resolve conflict appropriately.
5. Understanding of Church organization and Fiduciary responsibilities. Ability to effectively present ideas, findings and or recommendations both orally and in writing to a variety of audiences.

DESIRED EXPERIENCE:

1. Experience as a Financial Administrator.
2. Administrative support experience.
3. Technologically savvy with the most recent software.
4. Experience in managing and supervising a fast paced, working/ church/jurisdictional environment with at least 20 employees.
5. Conflict Resolution with small and large groups.
6. Successfully handling Financial records for a company or church.
7. Success in preparing and presenting financial reports in a clear, concise manner
8. At least 10yrs in Church Of God In Christ working with the Finance Office.
9. At least (35) years of age.
10. Working knowledge of the Church Of God In Christ structure, Civil and Ecclesiastical as well as the duties of the Financial Secretary.
11. Some Jurisdictional Financial Secretary experience or secular work experience.
12. Demonstrated ability for working well with various groups.

EDUCATION:

Acts 4:13

Now when they saw the boldness of Peter and John, and perceived that they were unlearned and ignorant men, they marvelled; and they took knowledge of them, that they had been with Jesus.

A Bachelor's Degree is desirable, but not required.

COMPENSATION:

See Remunerations Policy Manual.

DISCLAIMER:

The job description herein addressed are subject to the established guidelines set forth in the Charter, Constitution, By-Laws, Policy and Procedures ,and directives as they now are or may be amended from time to time by the General Assembly of the Church Of God In Christ.

It should be clearly understood that this Job Description is only a summary of the general functions of this job; it is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties one may encounter.

The Church Of God In Christ reserves the right to be selective in its choice. Because one meets the requirements set forth does not guarantee election to this job, even if elected to serve should there be cause for rejection and or removal from office, the Church Of God In Christ reserves that right.

TREASURER'S OFFICE



Nehemiah 13:12-13

12. Then brought all Judah the tithe of the corn and the new wine and the oil unto the treasuries.
13. And I made treasurers over the treasuries, Shelemiah the priest, and Zadok the scribe, and of the Levites, Pedaiah: and next to them *was* Hanan the son of Zaccur, the son of Mattaniah: for they were counted faithful and their office *was* to distribute unto their brethren.

One would take the inference that if an organization or business has a Treasurer they would have a Treasury, Department of Treasury or at a minimum a Finance Department that includes a Treasurer.

Typically the Treasury's mission highlights its role as the steward of the organization or business resource and financial systems, to manage the liquidity of a business or organization.

This means that all current and projected cash inflows and outflows must be monitored to ensure that there is sufficient cash to fund the company, as well as to ensure that excess cash is properly invested.

While accomplishing this mission, the treasurer must engage in considerable prudence to ensure that existing assets are safeguarded through the use of safe fiscal control, wise and sure investment and hedging activities.

The Department of Treasury then is responsible for a wide range of activities such as advising the Leadership on financial issues, encouraging sustainable resource growth, and fostering improved revenue generation.

The Department of Treasury further operates and maintains systems that are critical to the organization or business financial infrastructure, such as the disbursement of payments, revenue collection, and the borrowing of funds necessary to run their operation.

The Department of Treasury occupies a central role in the finances of the modern day

corporation. It takes responsible for the company's liquidity—ensures that the company has enough cash available at all times to meet the needs of its primary business operations.

The responsibility of the Treasurer of any entity is usually stated and/or outlined in their Constitution and/or Bylaws. The Church Of God In Christ Constitution: Part II – Ecclesiastical Structure, Section A. The General Board, Its Organization, Powers and Duties, Para 1, Sub Para (h) states:

(h) “A Treasurer shall be elected by the General Assembly. The Treasurer shall be the Treasurer of the General Assembly, and the Treasurer of the General Church. He shall have custody of all monies and securities of the Church and shall make an accounting of all his transactions as Treasurer.”

The Treasurer shall be authorized to appoint a person to assist him in carrying out the duties and functions of his office.

The Treasurer is responsible for formulating and recommending overall policies for the establishment, administration, improvement, practices, methods, and procedures to be carried out in the office of the Treasurer.

Typically Treasurers serve as financial risk managers that seek to protect a company value from the financial risks it faces from its business or service activities.

Because these risks can arise from many sources, the role requires an understanding of many areas of business and the ability to communicate with a variety of financial professionals.

Although a treasurer is essentially a risk management specialist, his performance is enhanced by having a practical knowledge of various associated corporate support functions such as law, tax, insurance, accounting, economics and banking. In these areas, the corporate treasurer is also a generalist.

Treasurers are increasingly assuming more strategic roles in companies. They have moved beyond managing working capital to becoming increasingly involved with working with a company's senior management to manage risk and boost the bottom line.

It sounds easy, right? In fact it is not after all this is a church we're addressing.

In some organizations the Financial Secretary and Treasure are one in the same, and while it may appear on the surface that the Job-Description for the Financial Secretary and the Treasurer are somewhat similar be assured their functions are not.

JRC Job Description Recommendation For Treasurer

TITLE OF POSITION:

TREASURER

DEPARTMENT/SEGMENT/ENTITY:

Office of the Treasurer

JOB SUMMARY:

1. The Treasurer is responsible for the proper receipt, accounting and disbursement of church funds within established policies by the church for adequate financial control.
2. The Treasurer's position carries a potentially heavy burden of trust and responsibility. Any inconsistency in the church's financial statements can raise the suspicion of wrongdoing by the Treasurer even if it was simply an honest mistake. To avoid any chance of such a misunderstanding, Treasurers must use good accounting practices such as keeping personal funds and church funds strictly separate
3. It is suggested that the Treasurer's work focus primarily on financial records and payment procedures rather than the handling of cash.
4. The Treasurer is to be responsible for the keeping of an accurate financial record of all funds identified with the church. This is true even though the church has a Financial Secretary and Accountant to do the day-to-day bookkeeping.

REPORTS TO AND/OR CONSULTS WITH:

General Board, General Assembly

GENERAL RESPONSIBILITIES:

1. The Treasurer shall have custody of all monies and securities of the Church Of God In Christ and shall keep regular books of accounts.
2. The Treasurer shall disburse the funds of the Church Of God In Christ in payments of the just demands against the Church and its Corporation.
3. It is imperative that the Treasurer have full knowledge of all assets of the Church including CD's and Money Market Certificates.
4. Maintains satisfactory accounting of all transactions such as: deposits, withdrawals, loans, payments, interest (paid and received), financial donations, loans guaranteed or indemnified, conventions, conferences, special fund raising projects and any other avenues for generating funds for the Church.

5. Maintains and have access to files at all times on all expenditures, and total assets of the Church including CD'S and Money Market Certificates etc.
6. Develops and authorizes persons, to assist in carrying out the duties and functions of the office of the Treasurer, and is able to work with the Chief Financial Officer, Accountant, and Trustee Board.

GENERAL TASKS:

1. Reviews all contracts before payments are made and establish files for all bids and contracts awarded or to be awarded.
2. Prepares the financial reports for the GB and provides appropriate financial information to the GA and acknowledgments of gift to donors.
3. Assists in the preparation of the annual church budget
4. Assists in the preparation of the Church Of God In Christ Annual Financial Report .
5. Sign all checks regardless of the disbursement and reviews all accounts with the Chief Financial Officer, including CD's and Money Market Certificates, to ensure that the signature of the Treasurer is affixed to the accounts.
6. Provides quarterly an adequate account of the financial condition of the Church to the Chief Financial Officer, The General Board, the Board of Trustees and the General Assembly:
 - a. The Accounting should include but not be limited to: *loans, guaranteed or indemnified by the Church, payments or disbursements, deposits, withdrawals, interest (paid and/or received), financial donations, offerings, financial reports, etc.*
7. Bank money as quickly as possible.

TERM OF SERVICE:

4 years

GENERAL QUALIFICATION:

1. The chief biblical texts that develop the requirements of leaders are: 1 Timothy 3:1-12, 2 Timothy 2:1-13, Titus 1:5-9, Acts 6:1-6, and Exodus 18:19-22. The qualifications spelled out in these passages can be summarized in four words: commitment, conviction, competency, and moral character.
2. On the profession of their faith must be saved sanctified and filled with the Holy Ghost, a member of a local church, district, and ecclesiastical jurisdiction foreign or domestic in the Church Of God In Christ, and in good standing and fellowship in all.
 - a. Believe in and comply with the Doctrine of the Church Of God In Christ.

- b. Comply with the Charter, Constitution, By-Laws, Policies, Procedures and Practices of the Church Of God In Christ, as they now are or as may be amended from time to time.
 - c. Believe Heb. 12:14, Titus1:5-9 and all Biblical requirement of a believer.
- 3. He shall not be nor have been found guilty of:
 - a. Adultery or immoral character.
 - b. Smoking, drinking or any unclean habit.
- 4. The Treasurer shall be of unimpeachable character and in good health.
- 5. Excellent work history with no criminal record.
- 6. Must be bondable.
- 7. Any other requirements of the Church Of God In Christ not listed herein.

DESIRED QUALIFICATIONS:

- 1. Ability to keep detailed, accurate records and maintain appropriate confidentiality;
- 2. Ability to work with individuals and ministry teams.
- 3. A willingness to work cordially with people and has the ability to be fair minded.
- 4. Be trustworthy.
- 5. Be impartial.
- 6. Feel comfortable working with figures.
- 7. Be willing to explain figures if asked.
- 8. Be methodical.
- 9. Make it easy for others to take over by keeping clear records.

GENERAL SKILLS:

- 1. Be capable of handling figures and cash;
- 2. Have an orderly mind and methodical way of thinking;
- 3. Have experience in dealing with large sums of money and budgets;
- 4. Have an eye for detail;
- 5. Be available to be contacted for ad hoc advice;
- 6. Good communication and interpersonal skills;
- 7. Ability to ensure decisions are taken and followed-up; and Show good time-keeping.

DESIRED EXPERIENCE:

- 1. Knowledge of the working Church Of God In Christ organization.
 - 2. Knowledge of accounting procedures or the willingness to learn accounting procedures.
 - 3. Success in handling budgeting for small to large companies.
 - 4. Technologically proficient.
-
- 1. At least 10yrs in Church Of God In Christ.
 - 2. At least (35) years of age.

3. Mastery of knowledge of the Church Of God In Christ Structure, Civil and Ecclesiastical.
4. At least some previous experience of Treasurer duties or secular work experience.

EDUCATION:

Acts 4:13

Now when they saw the boldness of Peter and John, and perceived that they were unlearned and ignorant men, they marvelled; and they took knowledge of them, that they had been with Jesus.

A Bachelor's Degree is desired, but not required.

COMPENSATION:

See Church Of God InChrist Remuneration Policy Manual.

DISCLAIMER:

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It should be clearly understood that this Job Description is only a summary of the general functions of this job; it is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties one may encounter.

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NATIONAL TRUSTEE BOARD



Some church organization select their top leaders to perform duties of oversight limited to spiritual issues, that is, interpreting Scripture as it applies to ministry areas, determining the vision and direction of the church organization and other more ecclesiastical areas.

There are those matters however, that out of practical necessity need to be addressed which tend to be more secular, yet are very important. They can be financial matters, issues connected with the acquisition, use and maintenance of properties and facilities, personnel matters, and so forth.

Concerns that deal with the temporal aspects of the church organization can be from time to time consuming, detracting, and in some cases, beyond the expertise or knowledge of the average church Spiritual Leadership. To help the “Spiritual Leadership” of the church organization achieve a certain degree of freedom from these more non spiritual, corporeal issues, church organizations often elect and/or appoint a group of individuals, usually called “Trustees” to oversee these areas.

Trustees serve at the pleasure of the church organization that secures their service within the church organizational structure. As a result of the incorporation of church organization, where necessity requires the corporation have a Board of Directors, in addition to their many duties they shall review and ratify recommendation and actions of the Trustee Board

The Trustee Board serve to relieve the “Spiritual Leadership” of the church organization of certain secular administrative responsibilities; the Trustees Board then should focus their attention on these matters, with minimal attention to more intangible issues. Hopefully, this should be a good arrangement and an efficient use of these individuals’ time.

Implicit in the term “trust” is a fiduciary responsibility that means one who is bound to look after the affairs of an organization using the same standards of care and prudence as he or she would use in attending to his or her own affairs.

Legal liability has increased to the point where charitable immunity no longer provides a

guarantee that a church organization will not be sued. Church organizations must prepare themselves to deal with the possibility of legal suits. While risk insurance is a good option, there is no substitute for a policy that all decisions are to be guided by a sound knowledge of their fiduciary responsibilities. Those responsibilities fall into three categories: Standard of Care, Duty of Loyalty, and Duty of Obedience.

Standard of Care

A church has a fiduciary responsibility to protect the assets of the organization. A church's money, people, property, good will, and integrity are all considered assets. When a trustee fails to protect them, the law considers the failure to be a breach in the duty of care.

Consequently, a trustee must always act in good faith and in the best interests of the organization.

In making good-faith decisions, the trustee may rely on information prepared by officers of the organization, by legal counsel, and by a committee of the board.

The trustees can assume, with reasonable certainty that each source has acted responsibly and competently.

However, because different states have varying degrees of protection for directors who delegate decision making to committees, churches are well advised to check out the laws in their own state.

Duty of Loyalty

In the eyes of the law, trustees owe the church organization the loyalty of placing its interests above all others. The preponderance of breach of loyalty suits occurs in two areas: conflict of interest and improper loans to "insiders".

Conflict of interest occurs in two ways:

- (1) when a trustee makes decisions out of self-interest or in the interest of only part of the church instead of the common good of the whole organization; and
- (2) when a church makes a transaction with a business or organization that has a financial connection with a trustee or a trustee's family.

When financial connections exist, it is important that the trustee refrains from involvement in any decision making that is related to the connection.

To protect an organization from legal repercussions, its board should require trustees to sign a written policy statement on conflict of interest upon election as a trustee.

Duty of Obedience:

This duty is carried out simply by honoring the stated intentions, mission and objective of our church organization.

JRC Job Description Recommendation For Trustee Board

TITLE OF POSITION:

Trustee

DEPARTMENT/SEGMENT/ENTITY:

Trustee Board

JOB SUMMARY:

1. Maintains any and all assets which shall become property of the Church Of God In Christ, through gifts, sales, offerings, tithes, interest, bequests, designations, purchase or transfer. These properties may be real or personal in nature and any other source made available to the church.

REPORTS TO AND/OR CONSULTS WITH:

General Board and General Assembly

GENERAL RESPONSIBILITIES:

1. The Trustees shall receive from the Chief Financial Officer (CFO) a full accounting and disclosure in the form of Quarterly Reports. This reporting should include but not be limited to, audits, expenditures reports. income statements, balance sheets, loan finance documents, assessment and projections of current and future financial needs, investments of surplus funds, and certificates of deposits.
2. It shall hold in trust for the use and benefit of members of the Church of God In Christ property committed to it by the General Board, the Board of Directors of the Corporation, or the General Assembly;
3. It shall hold in trust for the use and benefit of the Church of God In Christ, Inc. any assets which shall become property of the church with or without proper legal designation, either by gift, deed, will or otherwise;
4. It shall preserve, protect, secure and maintain all property of the church, not otherwise provided for;
5. It shall determine and approve the budgetary needs of all national departments, units, auxiliaries, conventions and operation of the Church, which shall be submitted to the Financial Secretary, which shall require the approval of the General Board and shall be subject to the approval of the General Assembly.

It shall have the right and power to employ a maintenance superintendent and custodial staff, who shall be under his supervision, to look after, maintain, preserve and protect the National Offices, buildings and grounds of the Church of God In Christ, Inc. and the salaries of such employees shall be approved by the General Assembly.

GENERAL QUALIFICATIONS:

1. The chief biblical texts that develop the requirements of leaders are: 1 Timothy 3:1-12, 2 Timothy 2:1-13, Titus 1:5-9, Acts 6:1-6, and Exodus 18:19-22. The qualifications spelled out in these passages can be summarized in four words: commitment, conviction, competency, and moral character.
2. On the profession of their faith must be saved sanctified and filled with the Holy Ghost, a member of a local church, district, and ecclesiastical jurisdiction foreign or domestic in the Church Of God In Christ, and in good standing and fellowship in all.
 - a. Believe in and comply with the Doctrine of the Church Of God In Christ.
 - b. Comply with the Charter, Constitution, By-Laws, Policies, Procedures and Practices of the Church Of God In Christ, as they now are or as may be amended from time to time.
 - c. Believe Heb. 12:14, Titus1:5-9 and all Biblical requirement of a believer.
3. He shall not be nor have been found guilty of:
 - a. Adultery or immoral character.
 - b. Smoking, drinking or any unclean habit.
4. The Trustee Board Member shall be of unimpeachable character and in good health.
5. Excellent work history with no criminal record.
6. Must be bondable.
7. Any other requirements of the Church Of God In Christ not listed herein.

DESIRED QUALIFICATIONS:

Excellent work history with no criminal record.

GENERAL TASKS:

1. Employs a Maintenance Superintendent and Custodial Staff whose responsibilities shall be defined and coordinated by the Board of Trustees in consultation with the General Board.
2. Work includes, but is not limited to, assessing budget effectiveness, analyzing budgetary problems and questions, and recommending courses of action for all areas in which the responsibilities falls.

The board of trustees shall also review annually the adequacy of personnel insurance.

4. The purpose of these reviews is to ensure that the church, its properties, and its personnel are properly protected against risks.
5. The board shall include in its report to the General Board and General Assembly the results of its review and any recommendations it deems necessary.
6. Physically visit all Church property as necessary for maintenance compliance.
7. Trustees need to hold one another accountable to the mission and vision of the church.
8. Trustees conduct an annual accessibility audit of buildings and grounds to discover and then work toward eliminating barriers that impede full participation of all people.

TERM OF SERVICE:

4 years

GENERAL SKILLS:

1. The Trustees must use initiative, resourcefulness, ingenuity and sound judgment in overseeing and making recommendations relevant to the properties of the Church.

DESIRED EXPERIENCE:

1. Functional knowledge of state real estate laws.
2. Working experience on Jurisdictional or local trustee board.
3. Working knowledge of budgets.
4. Trustees should be people with knowledge and skills in property and asset management;
5. They should have the ability to listen to and communicate with people of all ages, and work well with other ministry leaders.

EDUCATION:

Acts 4:13

Now when they saw the boldness of Peter and John, and perceived that they were unlearned and ignorant men, they marvelled; and they took knowledge of them, that they had been with Jesus.

A Bachelors Degree is desirable, but not required.

COMPENSATION:

See Remunerations Policy Manual.

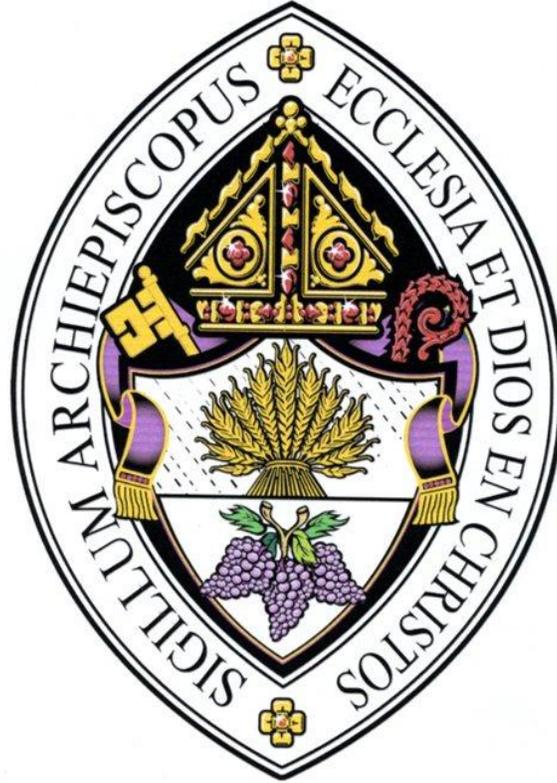
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THE OFFICE OF PRESIDING BISHOP



The Presidium of the Church Of God In Christ includes a separately elected Presiding Bishop by the General Assembly who serves a term of four years; he selects two bishops from the elected General Board to serve as Assistant Presiding Bishop's, who must be endorsed by the General Assembly.

In the Church Of God In Christ, the Presiding Bishop is the Chief Apostle of our Faith.

The Presiding Bishop is the highest leadership position within the Church Of God In Christ.

The role and importance of the office has grown over time. Originally, the Presiding Bishop was simply a Spiritual Leader and Jurisdictional Bishop who presided over spiritual meetings.

The Office of Presiding Bishop shall proactively serve as national spokesman for the Church Of God In Christ.

The Office of Presiding Bishop shall proactively proclaim and evangelize the Gospels of Jesus Christ.

The Office of Presiding Bishop, serves as Protector of the Church Of God In Christ Institutes, and shall actively promote the creation of new churches, and to take care that they grow and flourish according to the spirit and charisma of our Founder.

JRC Job Description Recommendation For Presiding Bishop

TITLE OF POSITION:

Presiding Bishop

DEPARTMENT/SEGMENT/ENTITY:

Executive Segment

JOB SUMMARY:

1. The Presiding Bishop shall be the (Face and Voice) speaking for the Church Of God In Christ on policies and programs concerning the Church, speaking God's word to the Church and world, represents the Church Of God In Christ Globally, serves as Chief Apostle, President and Chairman of the Board of Directors of the Church Corporation.
2. The Church Of God In Christ Ambassador to the World.
3. The Presiding Bishop also has responsibilities for a wide variety of other ministries and Jurisdictions. Other responsibilities include a significant role in various aspects of the discipline and changes in status of Church Governance.
4. The Presiding Bishop has a variety of responsibilities in appointments making decisions with the General Board.
5. The Presiding Bishop speaks and preaches at a wide variety of functions, provides hospitality on behalf of the Church Of God In Christ to visiting leaders.

REPORTS TO AND/OR CONSULTS WITH:

General Assembly and consults' with General Board.

DUTIES AND RESPONSIBILITIES:

1. The Presiding Bishop is charged with responsibility for leadership in initiating, developing, and articulating policy and strategy; overseeing the administration of our Global Church, Speaking for the Church on issues of concern and interest.
2. The Presiding Bishop shall be the Chief Executive Officer of the Church Of God In Christ.
3. The Presiding Bishop shall preside over all sessions of the General Board and shall have the Power and authority to conduct the Executive Functions of the Church Of God In Christ; all such action taken by the Presiding Bishop shall be subject to the approval by a majority of the members of the General Board and subject to the will of the General Assembly.

4. The Presiding Bishop shall select the First and Second Assistant Presiding Bishop's from among the elected members of the General Board, subject to the approval of the General Assembly.
5. In addition the Presiding Bishop has responsibilities for:
 - a. The Church Of God In Christ Congregations in foreign lands.
 - b. Calling the Church Of God In Christ to the Annual Holy Convocation.
 - c. The Church Of God In Christ Chaplaincies.
 - d. Jurisdictions without a bishops.
6. The Presiding Bishop also has significant responsibilities for the discipline and changes in status of bishops:
 - a. Receives resignations of bishops.
 - b. Receives evidence of the incapacity of bishops.
 - c. Issues pastoral directions, restrictions on ministry and administrative leaves to bishops.
 - d. The offer of Clemency with the approval of the General Board.
 - e. Has a significant role in proceedings to terminate the relationship of a bishop and a Jurisdiction.
7. On behalf of the Church Of God In Christ, the Presiding Bishop offers hospitality to ecumenical and interfaith visitors, visiting governmental and civic representatives, to name a few.

EXECUTIVE FUNCTIONS:

1. As the CEO of The Church Of God In Christ, the Presiding Bishop is responsible for the day-to-day functioning and operations of the Church. This means the Presiding Bishop has responsibility for the finances, management of real estate, staff and programs for most functions of the Church Of God In Christ globally with the major exceptions being the Legislative function which is reserved to the General Assembly. In addition the Presiding Bishop is responsible for the staff and activities in The Office of the Presiding Bishop.

GENERAL TASKS:

1. **The Presiding Bishop** with the approval of the General Board and subject to the will of the General Assembly shall perform all executive duties and specifically shall perform the following tasks:

(a.) Take action upon petitions, requests, complaints, and other matters referred to the General Assembly, Jurisdictional Assembly, Departments of the Church Of God In Christ, or members of the Church Of God In Christ.

(b.) Appoint all Departmental Heads and all National Officers in accordance with the terms and provisions of our Constitution.

(c.) Appoint all Bishops of Ecclesiastical Jurisdictions foreign and domestic and Auxiliary Bishops from among the roster of qualified elders of the Church Of God In Christ.

(d.) Supervise and direct all departments of the Church.

(e.) Execute the decisions of the General Board and the General Assembly.

TERM OF SERVICE:

4 years

GENERAL QUALIFICATION:

1. The chief biblical texts that develop the requirements of leaders are: 1 Timothy 3:1-12, 2 Timothy 2:1-13, Titus 1:5-9, Acts 6:1-6, and Exodus 18:19-22. The qualifications spelled out in these passages can be summarized in four words: commitment, conviction, competency, and moral character.
2. On the profession of their faith must be saved sanctified and filled with the Holy Ghost, a member of a local church, district, and ecclesiastical jurisdiction foreign or domestic in the Church Of God In Christ, and in good standing and fellowship in all.
 - a. Believe in and comply with the Doctrine of the Church Of God In Christ.
 - b. Comply with the Charter, Constitution, By-Laws, Policies, Procedures and Practices of the Church Of God In Christ, as they now are or as may be amended from time to time.
 - c. Believe Heb. 12:14, Titus 1:5-9 and all Biblical requirement of a believer.
3. He shall not be nor have been found guilty of:
 - a. Adultery or immoral character.
 - b. Smoking, drinking or any unclean habit.
4. The Presiding Bishop shall be of unimpeachable character and in good health.
5. Excellent work history with no criminal record.
6. Must be or have been a Jurisdictional Bishop.
7. Must be a member of the General Board.
8. Must be bondable.
9. Any other requirements of the Church Of God In Christ not listed herein.
10. The Presiding Bishop will possess the following attributes or demonstrate strength in the areas of personal and professional gifts and practices:
 - a. An authentic spiritual life deeply grounded in prayer.
 - b. An evangelist's heart, proclaiming the Gospel of Jesus Christ through preaching, teaching and example.
 - c. Love of and for the people of God and the Church Of God In Christ.
 - d. Collaborative leadership skills.
 - e. Knowledge of, and experience in, the Church Of God In Christ.

- f. Ability to nurture Ecclesiastical Jurisdictions and congregations in their development and growth.
- g. Ability to inspire growth.
- h. Ability to balance roles and responsibilities in our complex governance structure.

GENERAL SKILLS:

1. Presiding Bishop shall be resolute in the midst of ambiguity and able to lead the church in the rich, temporal space between the “now” and the “yet to come.”
2. Presiding Bishop shall possess the requisite wisdom, knowledge and understanding to lead the church through complex and diverse challenges through times of significant change.

DESIRED EXPERIENCE:

1. Shall be or have been a Jurisdictional Bishop.
2. A current active member of the General Board.

EDUCATION:

Acts 4:13

Now when they saw the boldness of Peter and John, and perceived that they were unlearned and ignorant men, they marvelled; and they took knowledge of them, that they had been with Jesus.

A Bachelors Degree is desirable, but not required.

COMPENSATION:

See Remunerations Policy Manual.

DISCLAIMER:

The job description herein addressed are subject to the established guidelines set forth in the Charter, Constitution, By-Laws, Policy and Procedures ,and directives as they now are or may be amended from time to time by the General Assembly of the Church Of God In Christ.

It should be clearly understood that this Job Description is only a summary of the general functions of this job; it is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties one may encounter.

The Church Of God In Christ reserves the right to be selective in its choice. Because one meets the requirements set forth does not guarantee election to this job, even if elected to serve should there be cause for rejection and or removal from office, the Church Of God In Christ reserves that right.

JRC Job Description Recommendation For FIRST ASSISTANT PRESIDING BISHOP

TITLE OF POSITION:

First Assistant Presiding Bishop

DEPARTMENT/SEGMENT/ENTITY:

General Board

JOB SUMMARY:

1. Under the direction and as required of the Presiding Bishop, the First Assistant Presiding Bishop shall provide assistance and support to him in discharging any of his Administrative, Executive and or Episcopal functions.

2. The First Assistant Presiding Bishop shall be responsible for carrying out all of the Administrative, Executive and Episcopal functions of the Presiding Bishop, if for any reason he does not or is unable to serve.

REPORTS TO AND/OR CONSULTS WITH:

1. The First Assistant Presiding Bishop is accountable to the Presiding Bishop and the General Assembly.

GENERAL RESPONSIBILITIES:

1. Aiding and Assisting the Presiding Bishop as required or directed by him.

GENERAL TASKS:

1. Must be available to the Presiding Bishop as required in the performance of their duties.

2. Carry out assigned directives of the Presiding Bishop consistent with the operation of the Church Of god In Christ.

TERM OF SERVICE:

4 years

GENERAL QUALIFICATION:

1. The chief biblical texts that develop the requirements of leaders are: 1 Timothy 3:1-12, 2 Timothy 2:1-13, Titus 1:5-9, Acts 6:1-6, and Exodus 18:19-22. The qualifications spelled out in these passages can be summarized in four words: commitment, conviction, competency, and moral character.

2. On the profession of their faith must be saved sanctified and filled with the Holy Ghost.

3. a member of a local church, district, and ecclesiastical jurisdiction foreign or domestic in the Church Of God In Christ, and in good standing and fellowship in all.

- a. Believe in and comply with the Doctrine of the Church Of God In Christ.
 - b. Comply with the Charter, Constitution, By-Laws, Policies, Procedures and Practices of the Church Of God In Christ, as they now are or as may be amended from time to time.
 - c. Believe Heb. 12:14, Titus1:5-9 and all Biblical requirement of a believer.
4. He shall not be nor have been found guilty of:
 - d. Adultery or immoral character.
 - e. Smoking, drinking or any unclean habit.
 5. The First Assistant Presiding Bishop shall be of unimpeachable character and in good health.
 6. Excellent work history with no criminal record.
 7. Must be a Jurisdictional Bishop and Member of the General Board.
 8. Must be bondable.
 9. With the complexity of the office of Presiding Bishop the Second Assistant Presiding Bishop shall possess all the qualities and attributes of the Presiding Bishop.

EXPERIENCE:

Jurisdictional Bishop.
Member of the General Board.

EDUCATION:

Acts 4:13

Now when they saw the boldness of Peter and John, and perceived that they were unlearned and ignorant men, they marvelled; and they took knowledge of them, that they had been with Jesus.

A Bachelors Degree is desirable, but not required.

COMPENSATION:

See Remunerations Policy Manual.

DISCLAIMER:

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JRC Job Description Recommendation For SECOND ASSISTANT PRESIDING BISHOP

TITLE OF POSITION:

Second Assistant Presiding Bishop

DEPARTMENT/SEGMENT/ENTITY:

General Board

JOB SUMMARY:

1. Under the direction of the Presiding Bishop, the Second Assistant Presiding Bishop shall provide assistance and support to him in discharging any of his Administrative, Executive and or Episcopal functions.
2. The Second Assistant Presiding Bishop shall be responsible for carrying out designated Administrative, Executive and functions of the Presiding Bishop, if for any reason he or the First Assistant does or is unable to serve.

REPORTS TO AND/OR CONSULTS WITH:

1. The Second Assistant Presiding Bishop is accountable to the Presiding Bishop and the General Assembly.

GENERAL RESPONSIBILITIES:

1. Aiding and Assisting the Presiding Bishop as required or directed by him.

GENERAL TASKS:

1. Must be available to the Presiding Bishop as required in the performance of their duties.
2. Carry out assigned directives of the Presiding Bishop consistent with the operation of the Church Of god In Christ.

TERM OF SERVICE:

4 years

GENERAL QUALIFICATIONS:

1. The chief biblical texts that develop the requirements of leaders are: 1 Timothy 3:1-12, 2 Timothy 2:1-13, Titus 1:5-9, Acts 6:1-6, and Exodus 18:19-22. The qualifications spelled out in these passages can be summarized in four words: commitment, conviction, competency, and moral character.

2. On the profession of their faith must be saved sanctified and filled with the Holy Ghost, a member of a local church, district, and ecclesiastical jurisdiction foreign or domestic in the Church Of God In Christ, and in good standing and fellowship in all.
 - a. Believe in and comply with the Doctrine of the Church Of God In Christ.
 - b. Comply with the Charter, Constitution, By-Laws, Policies, Procedures and Practices of the Church Of God In Christ, as they now are or as may be amended from time to time.
 - c. Believe Heb. 12:14, Titus1:5-9 and all Biblical requirement of a believer.
3. He shall not be nor have been found guilty of:
 - a. Adultery or immoral character.
 - b. Smoking, drinking or any unclean habit,
4. The Second Assistant Presiding Bishop shall be of unimpeachable character and in good health.
5. Excellent work history with no criminal record.
6. Must be a Jurisdictional Bishop and Member of the General Board.
7. Must be bondable.
8. With the complexity of the office of Presiding Bishop the Second Assistant Presiding Bishop shall possess all the qualities and attributes of the Presiding Bishop.

EXPERIENCE:

1. Jurisdictional Bishop.
2. Member of the General Board.

EDUCATION:

Acts 4:13

Now when they saw the boldness of Peter and John, and perceived that they were unlearned and ignorant men, they marvelled; and they took knowledge of them, that they had been with Jesus.

A Bachelors Degree is desirable, but not required.

COMPENSATION:

See Remunerations Policy Manual.

DISCLAIMER:

The job description herein addressed are subject to the established guidelines set forth in the Charter, Constitution, By-Laws, Policy and Procedures ,and directives as they now are or may be amended from time to time by the General Assembly of the Church Of God In Christ.

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THE GENERAL BOARD

Article III-Structure of Church, Civil, and Ecclesiastical, Part II, Section A. The General Board, It's Organization, Powers and Duties

The **General Assembly** shall elect from among the Jurisdictional Bishops, twelve Bishops who shall comprise and be designated as the **General Board** and they shall be **Ex-Officio** Directors of the Church Of God In Christ Corporation. They shall have the power expressed or implied, necessary and proper to carry out the executive functions vested by the Constitution and By-Laws of the Church of God In Christ Inc. When conducting the business of the church a quorum is required. A quorum shall consist of seven (7) members.

Though the General Assembly: on April 14, 1982 voted in the affirmative to remove the term "**Ex-Officio**" as recorded in Part II of the Proposed Amendments Green and White Book; page 46 and on page 222 of the General Assembly Minutes April 13-15, 1982 the function remains the same since they did not campaign for nor won and election as Directors, but rather General Board Members.

NOTE:

An **Ex- Officio member** is a member of a body (a board, committee, council, etc.) who is part of it by virtue of holding another office. The term is *Latin*, meaning literally "**from the office**", and the sense intended is "**by right of office**"; its use dates back to the Roman Republic.

A common misconception is that the participatory rights of **Ex- Officio** members are limited by their status. This is **incorrect**, although their rights may be indeed limited by the By-Laws of a particular body. **Robert's Rules of Order**, Newly Revised (11th ed.), clarifies that the term denotes only how one becomes a member of a group, not what one's rights are. It is a method of sitting on a board, council or committee, not a class of membership (466-67).^[1] Frequently, **Ex- Officio** members will abstain from voting, but unless By-Laws constrain their rights, they are afforded the same rights as and elected or appointed members, including debate, making formal motions, and voting (466-67; 480).^[2]

The power of a person or organization's right to use the title **Ex- Officio**, in relationship to Boards of Directors (Corporations, both for profit and non-profit), and Boards of Trustees (Charitable Organizations, Membership based, Society, etc.) is usually established in the Articles of Incorporation, or in some other establishment governance document.

The General Board Members have broad latitude in carrying out the mission of the Church.

The General Board must possess and utilize a broad understanding of the Church of God In Christ mission.

The members of the General Board shall be elected for a term of four years. The term shall be computed from the time of installation and each member installed.

Members of the General Board may succeed themselves in office.

In the event a vacancy in the General Board occurs while the General Assembly is not in session, the remaining members of the General Board shall serve with the vacancy until such time as the General Assembly shall be convened either in a regular or special session, at which time the General Assembly shall fill such position.

No member of the General Board can serve at the same time as an officer of the General Assembly, General Council, the Board of Bishops or any national auxiliary of the General Church.

JRC Job Description Recommendation For General Board Members

TITLE OF POSITION:

General Board Member

DEPARTMENT/SEGMENT/ENTITY:

Executive Segment

JOB SUMMARY:

1. The General Board's duties have a direct and important impact upon the function and operation of the Church. The General Board oversees, both directly and indirectly, programs and activities that impact the entire operation of the Church.
2. Extensive and frequent communication with other officials and key personnel in the operation and administration of the day to day activities throughout the Church, in an efforts of persuasion to gain acceptance of procedures and organizational relationships; and for the purpose of discussing problems and projects, to offer results and provide technical advice.
3. The General Board is the Board of Directors for the Church Of God In Christ Corporation.

REPORTS TO AND/OR CONSULTS WITH:

1. The General Board Members are accountable to the General Assembly.
2. And collaborates with the Presiding Bishop.

GENERAL RESPONSIBILITIES:

1. The General Board shall exercise the powers and authority expressed or implied, necessary and proper to carry out their Administrative, Executive and Episcopal Functions, and all other powers vested in it by the **Constitution** and **By-Laws** of the **Church of God In Christ**, all actions taken shall be subject to the will of the **General Assembly**.
2. The General Board of the Church of God in Christ, Inc (COGIC) is responsible for establishing and executing policies for the membership, as well as sustaining and perpetuating spiritual order within the Church, not in conflict with or repugnant to the Charter, Constitution, By-Laws, Doctrine, Policies and Procedures of the Church Of God In Christ as they now are or may be amended from time to time.
3. The General Board provides Spiritual and Ministerial guidance to the Church at large.

4. The General Board gives active supervision, inspection and direction to the various activities, plans and projects of the various entity active in the Church.
5. Evaluates and approves actions taken by the Presiding Bishop, and upon petitions, requests, or complaint other matters referred to the Office of the Presiding Bishop.
6. Assists in the selection of all appointees of Departmental Heads and National Officers such as but not limited to; Women's Department, Youth Department, Sunday School Department, Music Department, Missions Department, Evangelist Department, and etc.
7. Assists in the evaluation and selection of candidates for appointments to the office of Bishops of Ecclesiastical or Foreign Jurisdiction as well as Auxiliary Bishops.
8. Coordinate with the office of Presiding Bishop in supervising and directing all National Departments of the Church.
9. Reviews and approves all financial reports and budgets presented by the various Department Heads and National Officers, after they have been reviewed by the Board of Trustees, prior to forwarding to the General Assembly for final approval.
10. Provide Leadership and Direction to the Church Of God In Christ at large.

GENERAL TASKS:

1. The General Board ensures compliance with the Legislative, Judicial and Episcopal order and directives of the Church Of God In Christ.
2. The General Board shall meet at least three (3) times during each calendar year- April, November and any other time deemed necessary. However, the General Board may have special meetings when and if it shall be necessary.
3. The General Board shall make its report to the General Assembly, in writing during the April and November session of the General Assembly of each calendar year.
4. Aid and Assist the Presiding Bishop in the leadership of the General Church
Represent the General Church as required and/or directed.
5. To comply with the Charter, Constitution, By-Laws, Doctrine, Policies and Procedures of the Church Of God In Christ as they now are or may be amended from time to time.
6. Keep in close contact with all actions of the General Church and auxiliaries and other participants of the General Church.
7. Attend National Conference and Convention.
8. Attend and officiate National Funerals.
9. Makes Annual visits to the various regions where the COGIC has a presence.

TERM OF SERVICE:

4 years

GENERAL QUALIFICATIONS:

1. The chief biblical texts that develop the requirements of leaders are: 1 Timothy 3:1-12, 2 Timothy 2:1-13, Titus 1:5-9, Acts 6:1-6, and Exodus 18:19-22. The qualifications spelled out in these passages can be summarized in four words: commitment, conviction, competency, and moral character.
2. On the profession of their faith must be saved sanctified and filled with the Holy Ghost, a member of a local church, district, and ecclesiastical jurisdiction foreign or domestic in the Church Of God In Christ, and in good standing and fellowship in all.
 - c. Believe in and comply with the Doctrine of the Church Of God In Christ.
 - d. Comply with the Charter, Constitution, By-Laws, Policies, Procedures and Practices of the Church Of God In Christ, as they now are or as may be amended from time to time.
 - e. Believe Heb. 12:14, Titus1:5-9 and all Biblical requirement of a believer.
3. He shall not be nor have been found guilty of:
 - f. Adultery or immoral character.
 - g. Smoking, drinking or any unclean habit.
4. The General Board members shall be men of unimpeachable character and in good health.
5. Excellent work history with no criminal record.
6. Must be a Jurisdictional Bishop.
7. Must be bondable.
8. With the complexity of the office of Presiding Bishop, General Board Members shall possess all the qualities and attributes of the Presiding Bishop.

GENERAL SKILLS:

1. Ability to effectively present ideas, findings and recommendations both orally and in writing to a variety of audiences.
2. Understanding of Church organization and Fiduciary responsibilities.
3. Organizational and managerial skill.

DESIRED EXPERIENCE:

1. Comprehensive Knowledge of the Church Of God In Christ structure, Civil and Ecclesiastical.
 2. Understanding of and appreciation the History, Customs, Traditions, and Culture of the Church Of God In Christ.
 3. At least fifteen (15) years in the Church Of God In Christ.
-
1. At least 45 years of age.
 2. Technologically savvy.
 3. Ability for working well with various groups.

4. Jurisdictional Bishop.

EDUCATION:

Acts 4:13

Now when they saw the boldness of Peter and John, and perceived that they were unlearned and ignorant men, they marvelled; and they took knowledge of them, that they had been with Jesus.

A Bachelors Degree is desirable, but not required.

COMPENSATION:

See Remunerations Policy Manual.

DISCLAIMER:

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JUDICIARY BOARD



The Church of God in Christ Judicial system is based on the principle that an independent, fair and competent judiciary will interpret and apply the laws that govern us.

The role of the judiciary is central to the Church of God in Christ concepts of justice and the rule of law.

Intrinsic to all sections of the Judicial Code of Conduct are the precepts that judges, individually and collectively, must respect and honor their judicial office as a public trust and strive to enhance and maintain confidence in our judicial system. The judge is an arbiter of facts and law for the resolution of disputes and a highly visible symbol of government under the rule of law.

The Judiciary is the cornerstone of our democracy and, if the public is confident that our judges, have integrity, are impartial, are independent, and act with propriety, the public will support the Judiciary as it functions within our legal system.

The church has a right to pursue a remedy in cases involving judicial misconduct just as it has the right of appeal from judicial errors.

JRC Job Description Recommendation For Judiciary Board Member

TITLE OF POSITION:

Judiciary Board Member / Justice

DEPARTMENT/SEGMENT/ENTITY:

Judiciary Board / Church Of God In Christ Supreme Court

ACCOUNTABLE TO:

According to our Constitution the Judiciary Board is an Independent Board and subject to the Judicial Code of Conduct and addendum to the Constitution.

JOB SUMMARY:

Uphold and maintain the Integrity and Independence of the Judiciary Board of the Church of God in Christ.

In the Church of God in Christ, Inc., an independent Judiciary Board is indispensable to justice; therefore, a Board member shall observe and participate in establishing, maintaining and enforcing high standards of conduct so that the integrity and independence of the Judiciary Board shall not be questioned.

Rule 1: of the COGIC Code of Judicial Conduct

Avoid the Appearance of Impropriety.

A Board member shall comply with the Church of God in Christ, Inc., Doctrine, tenets of Faith, Charter, Constitution, amendments, by-laws, and all appendices thereto, policy and procedure as they now are or may be amended from time to time.

A Board member shall always conduct himself/herself in a way that promotes public confidence in the integrity and impartiality of the Judiciary Board.

A Board member shall not allow his/her family, social position, ecclesiastical title or any other relationships to influence his/ her judicial conduct or judgment. He/she shall not lend the prestige of this office to advance the private interests of others or convey the impression that they are in a special position to influence him/her.

Rule 2: of the COGIC Code of Judicial Conduct

OVERALL RESPONSIBILITIES:

In addition to settling disputes, the Judiciary Board remains poised to defend the Church against those conservative Christians, referred to as "Fundamentalists", who compete with others to explain to this generation that we, as a church body, are becoming more of a church of Law than of Grace; and

other well meaning Christians who are wondering if there are biblical precedents of case "studies" that may serve as an example, a reason or as justification for a constitutionally mandated Judiciary Board to serve a Holiness Church as an ecclesiastical and appellate court.

Over and above, and in addition to, these theoretically conceived aims, a practical motive animates our work. We are assured that men are as much in need of Jesus Christ today, as more than ever before, in the history of human life. The highest act of the Judiciary Board of the Church of God in Christ is that; we can engage in making righteous and fair rulings that may have the potential of ultimately leading men and women, in this last decade of this century, and in the next, to a saving knowledge of the Man of Sorrows, Jesus Christ.

**Preface to “An Introduction to Biblical Apologetics
for the establishing of the Judiciary Board of the
Church Of God In Christ.”**

Key Responsibility:

This Judicial Branch, the Judiciary Board shall balance the legislative and executive branches by being the final authority on questions of constitutionality, doctrine and the final appellate forum of the Church for disputes.

This Judiciary Board shall have as its highest objective the protection of the rights of every member of the Church of God in Christ, Incorporated as set forth in the Church Constitution, Article VIII, without regard for official position or social status.

This Judiciary Board shall serve to prevent the unnecessary intrusion of civil authorities into the affairs of the Church wherever inevitable disputes shall arise, in accordance with precedent setting resolutions, those reasonable grounds for modifying or overruling previous rulings or resolutions; and in accordance with legitimate interpretation of the Church's constitution and doctrine.

The Judiciary Board has an affirmative duty before God to be responsible for the quality of justice dispensed to God's people and is responsible to all members in the Church of God in Christ, Inc. Each Board member has the same affirmative duty.

A Judiciary Board member shall be godly, diligent, competent, prompt and professional.

The Judiciary Board shall accord every party to a proceeding “the right to be heard”. However, the Board shall not receive, entertain nor consider *ex-parte* communications concerning a pending matter.

By Order of the Church Of God In Christ Code of Judicial Conduct: No. 001-1993

DUTIES:

The first duty of a judge is to execute absolute justice showing the same impartiality to rich or poor; and to those, who are native or foreign born. He/She is forbidden to accept bribes or to distort" or misrepresent the judgment of the poor (Ex.23;6-8; Dt.

16:19. The prophets validated this criticism by often complaining bitterly that the purity of justice was corrupted by bribery and false witnesses (Isa. 1:23; 5:23;10;1; Am. 5:12;6:12; Mic. 3:11, 7:3; Prov. 6:19; 12:17, 18:5) and they should not allow themselves to be swayed by popular opinions or unduly favor the poor (Ex 23:2-3).

The general duties, powers and jurisdiction of the Judiciary Board shall be as prescribed and set forth in the Constitution and the Judicial Code of Conduct. The Board shall have and exercise all powers and authority reasonably, specifically or implied granted to the Board. No action of the Board may abrogate, curtail, limit or detract from the right or privilege granted to a Board member by the Constitution.

Additionally, Board members are urged to be guided by the biblical principles of holiness. Further, Board members collectively shall assure the highest standards of judicial service to all members of the Church.

Judges Judicial Responsibilities:

A Board member shall be faithful to the Holy Bible, the Church of God in Christ, Doctrine, Tenets of Faith, Constitution, By-Laws, Policy and Procedure, and all Amendments.

A Board member shall maintain order and decorum in proceedings before him/her or cancel the same as provided for by the rules of the Judicial Code of Conduct of the Church of God in Christ.

A Board member shall be patient, dignified, and courteous to all parties, including, but not limited to witnesses, counselors, advisors and others with whom he/she engages officially.

A Board member shall promptly dispose of the business of a proceeding by devoting adequate time to his/her duties and responsibilities including, but not limited to, the punctual attendance at hearings and expeditious determination of matters under consideration. Specific time parameters for the resolution of matters before the Board must be adhered to, if justice is to be served.

A Board member shall abstain from public comments about a pending proceeding before the Board. This subsection does not prohibit the Board and/or its spokesperson from making public statements within their official duties or from explaining for public information the procedures of the Judiciary Board.

Judges Administrative Responsibilities:

A Board member shall diligently discharge his or her administrative responsibilities and maintain professional competence in the administration of judicial matters.

The Judiciary Board shall require its support staff to observe the same standards of fidelity and diligence that applies to the Board.

**By Order of the Church Of God In Christ Code of
Judicial Conduct: No. 001-1993**

TASKS:

The tasks of the Judiciary Board of the Church of God in Christ are to be both an ecclesiastical and appellate court, hearing disputes upon appeal; from Jurisdictions, the General Board, the Board of Bishops, the Women's Department, the National Pastors and Elders Council, the General Assembly, any authorized person or lower dispute body in the Church. It shall serve as the ultimate authority on matters of constitutional interpretation. As an independent branch of church government its overall task is to serve to prevent the unnecessary intrusion of civil authorities into the affairs of the Church of God in Christ whenever inevitable disputes arise.

TERM OF SERVICE:

7 years (a maximum of 14 years)

GENERAL QUALIFICATIONS:

1. The chief biblical texts that develop the requirements of leaders are: 1 Timothy 3:1-12, 2 Timothy 2:1-13, Titus 1:5-9, Acts 6:1-6, and Exodus 18:19-22. The qualifications spelled out in these passages can be summarized in four words: commitment, conviction, competency, and moral character.
2. On the profession of their faith must be saved sanctified and filled with the Holy Ghost, a member of a local church, district, and ecclesiastical jurisdiction foreign or domestic in the Church Of God In Christ, and in good standing and fellowship in all.
 - a. Believe in and comply with the Doctrine of the Church Of God In Christ.
 - b. Comply with the Charter, Constitution, By-Laws, Policies, Procedures and Practices of the Church Of God In Christ, as they now are or as may be amended from time to time.
 - c. Believe Heb. 12:14, Titus1:5-9 and all Biblical requirement of a believer.
3. He shall not be nor have been found guilty of:
 - a. Adultery or immoral character.
 - b. Smoking, drinking or any unclean habit.
4. The Judiciary Board members shall be persons of unimpeachable character and in good health.
5. Excellent work history with no criminal record.
6. Must be bondable.

The Judiciary Board member shall be (if from the Board of Bishops) a consecrated jurisdictional bishop classified (Episcopal), (if from the Council of Pastors and Elders) an ordained elder other than a consecrated bishop classified (Ministerial) and if from the General Assembly any ecclesiastical rank to include lay members from the church at large classified (General).

At least 45 years of age and an active member of the Church of God in Christ, for not less than twenty years, persons of mature judgment, proven ability, integrity and knowledgeable in Church of God in Christ constitutional matters and doctrine.

**By Order of the Church Of God In Christ Code of
Judicial Conduct: No. 001-1993**

Judicial Qualifications:

Among the Hebrews, the law was held very sacred, for God Himself had given it. Therefore, those who administered the laws were God's special representatives, and their person held correspondingly sacred. These circumstances placed upon them the duty of administering justice without respect of person (Dt. 1:17; 16:18). They were to be guided by the inalienable rights granted to every citizen by the Hebrew constitution.

EDUCATION:

Acts 4:13

Now when they saw the boldness of Peter and John, and perceived that they were unlearned and ignorant men, they marvelled; and they took knowledge of them, that they had been with Jesus.

While judges in the secular arena for the most part requires formal education in law, a law degree, a license to practice law, with years of experience to be appointed and/or elected a judge, this is not necessarily the case in every municipality. In the ecclesia most of the major denominations requires some formal education in law or familiarity with the court system. While having a formal education in law, a law degree and a law license are valuable assets, not having a law degree or license to practice law will not disqualify one from being elected to the Judiciary Board in the Church Of God In Christ. It is recommended that one would have at least a bachelor degree and some familiarity with the court system.

A Bachelors Degree is desirable, but not required.

EXPERIENCE:

An active member of the Church of God in Christ, for not less than twenty years, persons of mature judgment, proven ability, integrity and knowledgeable in Church of God in Christ constitutional matters and doctrine.

Active involvement in the General Assembly, the Jurisdictional Pastors and Elders Council, the General Council of Pastors and Elders, Board of Bishops, the Women's Department, Conflict resolution, arbitration and mediation experience.

At least 45 years of age.

COMPENSATION:

See Remuneration Policy Manual.

DISCLAIMER:

It should be clearly understood that this Job Description is only a summary of the typical functions of this job; it is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties one may encounter.

The Church Of God In Christ reserves the right to be selective in its choice. Because one meets the requirements set forth does not guarantee election to the Judiciary Board, and even if elected to serve should there be cause for dismissal, the Church Of God In Christ reserves that right.

CIVIL STRUCTURE



CHURCH OF GOD IN CHRIST

CHARTER

AND

OVERVIEW OF TNCA SECTION 48

**STATE OF TENNESSEE
CHARTER OF INCORPORATION**

BE IT KNOWN, That we, C. H. Mason, R. R. Booker, E. R. Driver, D. J. Young, C. C. Frederick, M. Barker, J. Bowe, R. H. I. Clark, W. M. Page, Wm. Curtis, D. Bostic and Mack Jonas, and their successors chosen under the usages and regulations of the Church of God in Christ by which they are appointed and holding office at the pleasure of the said Church are hereby constituted a body politic and corporate by the name and style of

"THE GENERAL BOARD OF THE CHURCH OF GOD IN CHRIST OF AMERICA"

The purpose for which the charter is sought is in accordance with **Chapter 31 of the Acts of the General Assembly of Tennessee of the year 1915** and in accordance with the resolution adopted by the General Assembly of the Church of God in Christ held in the City of Memphis, Shelby County, Tennessee from **November 25, 1922 to December 15, 1922** this in words and figures as follows to-wit:

**RESOLUTION PASSED BY THE DELEGATES IN A MEETING OF THE
CONVOCATION ON DECEMBER 10, 1922.**

RESOLVED:

That "The General Assembly" of the Church of God in Christ in its General Convocation held in the City of Memphis, Shelby County, Tennessee do hereby nominate and appoint:—

C. H. Mason	D. J. Young	J. Bowe,
R. R. Booker	C. C. Fredrick	R. H. I. Clark
E. R. Driver	V. M. Barker	E. M. Page
Wm. Curtis	D. Bostic	Mack Jonas

SPECIAL PURPOSES:

And to these ends the said corporation may purchase, own, equip, furnish and maintain churches, temples, schools and hospitals as a place for the believers and people of their faith and denomination and to lease land for corporate purposes;

To borrow money when necessary for the carrying on of the business of the corporation;

Sell and make title to any real estate or other property owned by the said corporation;

Employ all necessary agents for the transaction of the business of the corporation to solicit, collect and receive subscriptions in money and otherwise, legacies and devise to be used in the aid of forwarding any and all purposes of the corporation;

Purchase or rent all necessary printing presses, type, material for the printing and disseminating the literature of the said denomination and for the purpose of carrying on the work of the corporation.

But in all transaction the said corporation is to be governed by the rules and regulations of the said Church of God in Christ so far as the same are not inconsistent with the constitution of the State and the laws of the land.

GENERAL PURPOSES:

The general powers of the said corporation shall be to sue and be sued in its corporate name;

To have and use a common seal which it may alter at pleasure; if no common seal then the signature of any duly authorized officer shall be legal and binding;

To purchase and hold, or receive by gift, devise or bequest any addition to the, personal property owned by the corporation real estate necessary for the transaction of corporate business and also to purchase and accept real estate in payment or part payment of any debt due the said corporation and to sell the same;

To borrow money and pledge the corporate property as security thereof for the transaction of all necessary business of the corporation and to establish and make all rules and regulations not inconsistent with the laws and constitution of the State and of the United States of America and not contrary or inconsistent to the constitution, rules and regulations and usages of the said Church of God in Christ, which may be deemed expedient for the management of the corporate affairs and to appoint such subordinate officers in addition to president and secretary not chosen by the governing body of the said Church of God in Christ as the business of the corporation may require and as are not forbidden by the rules and regulations of the said Church of God in Christ and to elect officers and fix compensation for the same provided, however, the same be prohibited by the Church of God in Christ.

The said incorporators shall after a convenient time after the registration of this Charter in the office of the Secretary of State elect from their member a President, secretary and treasurer or the last two officers may be combined in one and said officers; said officers and the other incorporators to constitute the first **Board of Directors**;

The **Board of Directors** shall keep a record of all their proceedings which shall be at all times subject to the inspection of any member of the Church of God in Christ.

The **Board of Directors** may have the power to increase the number of directors from twelve to thirty-six provided, however, the same be ordered by a resolution of the General Convocation of the Church of God in Christ.

And the first or any subsequent Board of Directors may have the power to elect other members provided the same is not prohibited by the aforesaid Church.

And who upon acceptance of membership shall become cooperators equally with the original cooperators.

The term of all officers may be fixed by the by-laws of the said corporation provided, however, the same is not inconsistent with the will and pleasure of the said Church of God in Christ.

All offices hold over until their successors are duly elected and qualified.

The general welfare of society is not for individual profit the object for which this Charter is granted, and hence the members are not stockholders in the legal sense of the term and no dividend or profit shall be divided among the members.

The members may at any time dissolve the corporation provided the consent be had of the majority of the Church of God in Christ by a conveyance of its assets and property to any other corporation holding a Charter from the state for the purpose not of individual profit, first providing for corporate debts.

The violation of any of the provisions of this Charter shall subject the corporation to dissolution at the instance of the State of Tennessee.

This Charter is subject to modification and amendment and in case said modification and amendment is not accepted, corporate business is to cease and the assets and property for payment of the debts shall be conveyed as aforesaid to some other corporation holding a Charter for purposes not connected with individual profit but for the furtherance of the worship of the faith of the Church of God in Christ. Acquiescence not in modification thus declared shall be determined in a meeting specially called for this purpose and only those in favor of the modification shall thereafter compose corporation, provided, however, the same is done at the will and pleasure and not inconsistent with the rules and regulations and usages of the Church of God in Christ.

We, the undersigned, apply to the State of Tennessee by virtue of the laws of the land for a Charter of Incorporation for the purposes and with the powers as set forth declared in the foregoing instrument this the **13th day of December, 1922.**

C. H. Mason
R. R. Booker
E. R. Driver
Wm. Curtis

D. J. Young
C. C. Fredrick
V. M. Barker
D. Bostic

J. Bowe,
R. H. I. Clark
E. M. Page
Mack Jonas

OVERVIEW

TNCA Section 48 the Tennessee Nonprofit Corporation Act governs the formation, operation and dissolution of nonprofit corporations in Tennessee.

The charter document is in essence a contract between the state and the nonprofit corporation pursuant to which Tennessee grants individual legal status to the corporation in exchange for the corporation's commitment to comply with the state's requirements.

A nonprofit corporation in Tennessee is managed by its board of directors and operated by its officers and employees.

A nonprofit corporation must have at least three directors, with the exact number to be specified in, or fixed in accordance with, the bylaws or charter.

All directors must be natural persons, but a director need not be a resident of Tennessee or a member of the corporation unless the charter or the bylaws so require.

Directors of Tennessee nonprofit corporations must discharge their duties in good faith, with the care an ordinarily prudent person in a like position would exercise under similar circumstances and in a manner the director reasonably believes to be in the best interests of the corporation.

Instead of shareholders, a nonprofit corporation may, but is not required to, have members.

No part of the income or surplus of a Tennessee nonprofit corporation may be distributed to its members, directors or officers;

However, reasonable compensation may be paid for services rendered and reserve funds may be maintained to provide for periods when expenses exceed income.

A nonprofit corporation has a separate legal existence, as an entity that is independent of the terms of office or employment of members, directors or officers.

It can sue or be sued in its own name and can own or lease real estate in its own name.

CHURCH OF GOD IN CHRIST

RESOLUTION ELECTION BY-LAWS AND BOARD OF DIRECTORS

WHEREAS, the CHURCH OF GOD IN CHRIST in Constitutional Convention held on the **2nd day of February, 1968**, revised its Charter and By-Laws so as to clarify the executive and administrative offices and positions, and

WHEREAS, said CHURCH OF GOD IN CHRIST is now desirous of further establishing and defining offices and positions within the administrative department of the Church, and in particular the now existing “Board of Directors”; and

WHEREAS, it is deemed necessary and expedient to define the scope authority, duties, responsibilities, obligations, size and composition of the Board of Directors, the method of election and tenure of its members;

NOW, THEREFORE, BE IT RESOLVED, by the General Assembly of the CHURCH OF GOD IN CHRIST that the By-Laws of the CHURCH OF GOD IN CHRIST be amended as follows:

1. That a **Board of Directors** composed of no less than twelve members nor more than thirty-six members be established. No less than one-third of the members of the Board of Directors shall be from the Board of Bishops. The remaining members shall be from the General Church including all the departments of the church.
2. The **Board of Directors** shall be charged with the responsibility to maintain the National Headquarters of the Church of God in Christ and in particular during any and all national meetings and preparatory periods related thereto. The Board of Directors shall also have the duty and responsibility to maintain the aforesaid Church property in good repair, and shall be empowered to contract for the maintenance, repair, remodeling, and expansion to existing property and buildings, subject to the approval of the Presiding Bishop, the General Board, and the General Assembly.
3. The **Board of Directors** shall be responsible for the employing of the personnel necessary for the proper conduct of the business affairs of the National Convocation, and all meetings of the General Assembly. The personnel employed shall include those persons requested by department heads. All such persons employed shall be approved by the Presiding Bishop and the General Board.

4. The **Board of Directors**, including the Chairman, shall be elected by the General Assembly, for a term of four (4) years at the time of election of the National Officers. The members of the Board of Directors shall be recommended to the General Assembly by the Presiding Bishop and the General Board, subject to the advice and consent of the majority of the General Assembly present and voting. The President, Vice President, Secretary and Treasurer of the Corporation shall be members of the Board of Directors upon their election to their respective offices. However, those persons presently constituting the Board of Directors shall hold office until the election of the National Officers in November, 1972.
Passed 4/70.

What then is the role of the Board of Directors of a Nonprofit Corporation?

Just as for any corporation, or even Trustee Board, the Board of Directors have three primary legal duties known as the "***Duty of care,***" "***Duty of loyalty,***" and "***Duty of obedience.***"

The Board acts as Trustee of the Organization's assets and ensures that the Nonprofit is well managed and remains fiscally sound. In doing so, the board must exercise proper oversight of the organization's operations and maintain the legal and ethical accountability of its staff and volunteers.

The main legal responsibilities of a nonprofit board are often summarized in the "three Ds":

Duty of care: Board members are expected to actively participate in organizational planning and decision-making and to make sound and informed judgments.

Duty of loyalty: When acting on behalf of the organization, board members must put the interests of the nonprofit before any personal or professional concerns and avoid potential conflicts of interest.

Duty of obedience: Board members must ensure that the organization complies with all applicable federal, state, and local laws and regulations, and that it remains committed to its established mission.

In addition to its legal responsibilities, the Board acts in a fiduciary role by maintaining oversight of the Nonprofit's finances. Board members must evaluate financial policies, approve annual budgets, and review periodic financial reports to ensure that the Organization has the necessary resources to carry out its mission and remains accountable to its donors and the general public. Modification may be required as it relates to Church Constitution and By-Laws, however the Nonprofit is bound by its Charter which is the contract entered with Local and State Governments.



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NOW YOU HAVE THE RESULTS.**



IT'S IN YOUR HANDS NOW.