

CHURCH OF GOD IN CHRIST, INC.



GENERAL ASSEMBLY



JOB DESCRIPTION AND REMUNERATION COMMITTEE

NOVEMBER 2015 REPORT

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

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

Church Of God In Christ, Inc.

General Assembly



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

NOVEMBER 2015 REPORT

INTRODUCTION TO OUR REPORT

Mark Victor Hansen once said,

“Don’t wait until everything is just right. It will never be perfect. There will always be challenges, obstacles and less than perfect conditions.

So what; get started now.

Remember with each step you take, you will grow stronger and stronger, more and more skilled, more and more self-confident and more and more successful.”

History:

The CHURCH OF GOD IN CHRIST’S formation began in the late 1800’s organized in 1907, incorporated in 1922 and has grown to become a global church, with a global witness.

The Church Of God In Christ, as you may well know, present organizational structure is comprised of the **GENERAL ASSEMBLY**, (the LEGISLATIVE SEGMENT/BRANCH/BODY), the **GENERAL BOARD**, (the EXECUTIVE SEGMENT /BRANCH) and the, **JUDICIARY BOARD**, (JUDICIAL SEGMENT/ BRANCH).

As has been identified all Nationally Elected and Appointed Officials of the Church Of God In Christ, functions within one of the three (3) SEGMENTS/BRANCHES or BODY of government, as is established by our Charter, Constitution, By-Laws, Policy, Procedures and usual practices.

Our, Charter, Constitution, By-Laws, Policy and Procedures contains limited expression relating to Job-Description with clarity in their functions, responsibilities/duties/tasks, the chain of accountability and authority.

Since it is recognized that there is no other written material available, except that contained in our OFFICIAL MANUAL, and some of the Amendments, that clearly expresses functions, responsibilities/duties/tasks, the chain of accountability and authority, it has fostered ambiguity, confusion and on some occasions, the duplication of efforts and a waste of time and resources.

Therefore, this committee was assigned the awesome task of researching, analyzing and publishing of a Job Description Pamphlet that would address each NATIONAL ELECTED OFFICER’S position.

It should be UNDERSTOOD that the **TYPICAL** purpose of a Job Description is to give an overall concept of the nature and extent of the tasks performed in each position and how one position may differ from another. Job Descriptions make it possible in an organized way to present a great deal of pertinent information about each position quickly and effectively.

As you review and ponder our Recommendations it is our hope that you will discover as did we, that if each position were to function in accordance with its CONSTITUTIONAL MANDATE, there would be such a powerful and mutual precision of ADMINISTRATIVE HARMONY that the goals and aspirations of our LEADERSHIP, would be a matter of just setting the WHEELS OF ACCOMPLISHMENT in motion.

However there are four words we must consider as we proceed with developing Job-Descriptions for our Church those words are Tradition, Custom, Culture, and History:

Tradition:

Any kind of teaching, written or spoken direction, handed down from generation to generation.

Custom:

Repeated Long-established practices considered as unwritten law.

Culture:

In its broadest sense is a way of life of a group of people--the behaviors, beliefs, values, and symbols that they accept, generally without thinking about them, and that are passed along by communication and imitation from one generation to the next.

History:

A continuous, systematic chronological accounting of past events that relate to a particular people, country, period, person, subject, place, organization, etc.

As this committee shares its findings, analysis and recommendations we ask you to prayerful consideration our efforts, commitments and dedication and we welcome input wherever necessary.

RESEARCH/ANALYSIS AND FINDINGS:

Managing a church has many of the same challenges as managing a business and requires a lot of the same business processes and practices to be successful.

Church leaders pursue their call to lead a congregation and may have lots of training in theology and biblical principles but may not have the necessary basic business training that is required when you manage people, time and money.

Because of this, churches need help in developing systems and processes to fulfill their mission but also to ensure responsible stewardship of God's people and resources.

We have all heard stories of churches that were the victim of embezzlement, or have gotten into trouble for not complying with State or Federal Regulations as well as churches that may have had financial problems.

It is our belief in all of these instances; issues arose more out of ignorance of the proper way of managing people and resources than intentional neglect.

Less we forget Church staff often wear many hats and juggle countless responsibilities.

Creating church staff job descriptions is one of the ways to help keep Church staff and leadership focus on their most important tasks in supporting ministry goals and objectives.

When one considers working for a Church it is very different than working for a Business in that much of what gets done in Church is tied to helping people in times of need.

This creates a unique dynamic not seen in many other organizations.

For this reason, the responsibilities of a church staffer may be a moving target depending on what the church is involved with at any particular moment in time.

Creating Church personnel job description should not be overly complicated but should clearly define what is expected of the staffer and help them understand what the priorities are and those responsibilities supporting the mission of the church.

Job descriptions should contain the essential functions of a job because one of the qualifying questions on an employment application is, "Can you perform the essential functions of the job with or without accommodation?" This doesn't mean a job description has legal requirements, but a job description can certainly help your organization adhere to labor and employment laws.

JOB DESCRIPTION:

Job description **Typically** refers to the required: responsibilities/duties/ tasks, knowledge, education, skills, experience, abilities, and reporting structure required for a job or position.

Typically, job descriptions are used for advertising to fill open positions, determining compensation and as a basis for performance reviews. Salary surveys are usually based on job - descriptions and/or specifications.

Some of the usual components of a job description include, but not limited to:

1. Position title
2. Position title of the supervisor
3. Date the position was created
4. Summary of the position
5. Essential duties and responsibilities
6. Position specifications
7. Special considerations

A job description is the organization's official written account of a job or position. It is a structured and usually factual statement of a job's functions and objectives, and usually

should give the boundaries of the position's authority.

In many cases a job description also outlines how the position fits into the organization as a whole. The term job specification is often used as a synonym for job description.

Typically, Organizations rely on clear and concise job descriptions to streamline the application and interviewing process and to judge work performance after a person has been hired.

Job descriptions and specifications usually include, in addition to the basic items listed above, details about:

1. The position's travel obligations.
2. Normal work schedule.
3. Physical location where duties will be carried out.
4. Union status, if any.
5. Supervisory relationships.
6. Bonuses that may be earned and how they may be earned.

In essence, effective job descriptions let employees/workers know what is expected of them. Job descriptions can be useful in organizing and assessing the work being done at all levels of an organization.

Apart from giving the job holder and immediate line manager a clear overall view of a position, job descriptions can serve as the basis upon which to carry out performance appraisals and job evaluations. They can also help to identify any duplication or absence of particular functions or activities within an organization.

JOB DESCRIPTION AND ORGANIZATIONAL CULTURE:

The level of detail utilized in the creation of job descriptions and the monitoring of employee/worker execution of the duties articulated therein can vary tremendously from organization to organization.

Organizations in different operations tend to approach the issue of job descriptions differently of course we are no exception, for example:

Organizations that operate in a flexible working environment, one in which employee roles are fluid and expectations change such as in our case, may find the quest to define various job parameters to be daunting. The essence of the problem is how to reconcile clear directives with flexible work systems.

USING AND MAINTAINING JOB DESCRIPTIONS:

Job descriptions can be valuable resources when used correctly. However many organizations such as (Churches and Nonprofit) do not take full advantage of these documents, either because they are ignorant of their possibilities or because of organization-wide perceptions that they are of limited use.

There are several factors that can limit the effectiveness of these documents:

1. Administration that is not familiar with the purpose and usage of job descriptions.
2. They are Vague, inaccurate, outdated, or incomplete.
3. Managerial or Supervisory personnel not motivated or instructed to utilize job descriptions.
4. Job descriptions arranged in format that is not standardized or friendly to use.
5. The Job in question "escapes definition" because of fluidity, variety of tasks, etc.

Organizational Administrations need to pay attention to all of these potential pitfalls when creating job descriptions for their workforce.

In addition, human resource management experts hasten to point out that job descriptions are only effective if they are subject to continuous review and revision:

1. Continuous updating.
2. Proper classification.
3. Communication.

Terms as understood by this Committee you should consider when reviewing and considering our recommendations:

Accountability

The **obligation** of an **individual** or **organization** to **account** for its **actions an activities**, accept **responsibility** for them, and to **disclose** the **results** in a **transparent** manner.

Responsibility

The quality, state or fact of having a legal, moral and/or mental obligation to satisfactorily perform or complete a job which has a consequences , having control, authority, power and leadership over subordinates.

Duty

The binding or mandatory force of an occupation or profession assigned that a person is expected or required to perform.

Task

Any identifiable and essential work assigned that requires labor or exertion and has a specific time or manner to be undertaken and or completed

Working knowledge –

Sufficient familiarity with the subject for practical use. Knowledge without mastery of a particular skill or task

Functional knowledge"

Functional knowledge is knowledge that is concrete and usable rather than abstract and theoretical. Having a functional knowledge means you can both do it and explain or teach it.

Sources of Research

The Foundation Group of 501C3 and 527
Church Of God In Christ Elected Officers
Nonprofit Executive Compensation
Job Accommodation Network
National Council of Nonprofits
US Department of Labor
Religious Non Profit Salaries
TCNA 48
The Bridgespan Group
Recruiting Board Group
The Ethics of Executive Remuneration
The Non-Profit Times
Rules for Accountability and Faith Based Organizations
Ecclesiastical Organizations:
Assemblies of God, Episcopal Church, Church of God, PAW, PCA,
Full Gospel Baptist Church, and the United Methods Church.

Submitted November 9, 2015

Frederick D. Jenkins

**Frederick Douglas Jenkins AS, BS, BTh, MA, MTh, DTh, PhD, Chairman
Job-Description and Remuneration Committee**

The Job-Description and Remuneration Committee Members

Bishop Embra R. Patterson, Illinois
Vice-Chairman
Dr. Robert E. Garner, Michigan
Vice-Chairman
Dr. Lanelle Perry, Ohio
Committee Secretary
Bishop Jimmie L. Williams, Florida
Sub-Committee Chair
Dr. Fay M. Butler, New York
Sub-Committee Chair
Supt. Leonard Chapple, Sr., Georgia
Sub-Committee Chair
Bishop Leo C. Brown, Washington
Eld. Jerry Madkins, Georgia
Dr. Georgia D. Scott, Georgia
Supt. Jerald J. Mason, Sr., Nevada
Dr. Ralph McGlown, Illinois
Dr. Danna B. Sparks, Georgia
Elder Ward Snow, Alabama
Supt. Rodney Douglas, Illinois
Supt. H. Wayne Bell, Illinois
Supt. James T. Roberts, Georgia
Supt. Larry Franklin, Sr., Georgia
Supt. Tommie A. Murphy, North Carolina
Pastor Rosman Randle, Tennessee

“Never Compromise Integrity!!”



trust. hope. results.

**YOU TRUST US WITH YOUR HOPE
NOW YOU HAVE THE RESULTS.**



IT'S IN YOUR HANDS NOW.

Church Of God In Christ, Inc.
General Assembly



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

Contact Information

Job-Description and Remuneration Committee

Dr. Frederick D. Jenkins, Chairman

P. O. Box 356

Douglasville, GA 30133

(678) 836-4573=Mobile

(770) 693-7671=Fax

Email address: jrccogic@gmail.com

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