

THE CONSTITUTION & BY-LAWS

Of the Eastern Regional Conference, Churches of God, General Conference

CONSTITUTION – PREAMBLE

We, the Churches of God in the eastern region of the United States, established by the providence of Almighty God, in order to further the work of the Kingdom of God in our midst, establish churches, provide for their welfare and carry on a cooperative ministry for the benefit of all our members, do hereby ordain and establish the following Constitution and By Laws.

ARTICLE I -- NAME AND AFFILIATION

The name of this body shall be the “Eastern Regional Conference of the Churches of God, General Conference”, a Pennsylvania not-for-profit corporation (hereafter referred to as the “Conference.”). It is a member Conference of the Churches of God, General Conference (Findlay, Ohio) and is subject to the constitution and governance of the said General Conference.

ARTICLE II -- MEMBERSHIP

Section 1. MINISTERIAL DELEGATES

All ministers credentialed by the Eastern Regional Conference (hereafter referred to as “ministers”) shall be members of the Conference. They shall be required to attend the regular annual meeting and any special sessions of Conference unless officially excused.

Section 2. LAY DELEGATES

Each congregation recognized by the Conference as a member church shall annually choose two laypersons for the first two hundred (200) members of its congregation to serve as delegates to the Conference-in-Session. For each successive one hundred (100) members or major fraction thereof, the congregation shall annually choose one additional layperson to serve. All such persons selected to serve shall, except in the case of new congregations, have been members of the Churches of God, General Conference for at least three years.

Section 3. MEMBERS-AT-LARGE WITH VOTING PRIVILEGE

- A. Any member of the Administrative Council who is not otherwise a delegate to the Conference shall be a member-at-large with voting privilege.
- B. The persons serving in the following Conference positions, if not otherwise delegates, shall be members-at-large with voting privilege: Treasurer, Financial Secretary, and Transcribing Secretary.

- 44 C. The presidents and secretaries of Conference sanctioned auxiliaries and all Churches of
45 God General Conference missionaries from this Conference shall be members-at-large
46 with voting privilege.
- 47 D. Conference ministry staff persons and employed by the Administrative Council on full or
48 part-time basis if not otherwise a delegate to the Conference shall be members-at-large
49 with voting privilege.

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51 Section 4. VOTING PRIVILEGES

- 52 A. Every credentialed minister of this Conference shall be entitled to vote in the sessions of
53 the Conference.
- 54 B. All officially registered lay delegates shall be entitled to vote in the sessions of the
55 Conference. Lay delegates serve for a period of one year, starting at the opening of the
56 annual session of the Conference and continuing to the beginning of the next annual
57 session of the Conference, when all delegates are seated anew.
- 58 C. Advisory members of the Conference-in-Session are entitled to speak to the session, but
59 do not having voting privileges.
- 60 D. There shall be no right to vote by proxy.

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62 Section 5. Non-voting persons may be requested by the Conference-in-Session to sit outside the
63 voting bar. Non-voting persons except those officially recognized as Advisory Members are not
64 permitted to speak except when authorized by the Chair.

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66 Section 6. Each pastoral charge shall be entitled to one person, between the ages of fourteen (14)
67 and twenty-four (24), to serve as an advisory member (without vote) to the Conference-in-
68 Session.

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70 Section 7. Additional ministry staff persons from any pastoral charge may also serve as advisory
71 members (without vote) to the Conference-in-Session if they are not otherwise delegates.

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74 ARTICLE III – MEETINGS

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76 Section 1. The Conference shall hold at least one regular annual meeting.

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78 Section 2. The Administrative Council shall set the time and place of the annual meeting. The
79 Administrative Council may call special meetings and may change the time and place of the
80 meetings of the Conference-in-Session.

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82 Section 3. *Robert's Rules of Order*, newly revised, shall be the parliamentary authority for the
83 Conference-in-Sessions, the Administrative Council and its commissions. Electronic or email
84 votes are acceptable for the Administrative Council and its commissions with the prior
85 agreement of that voting body.

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88 ARTICLE IV – OFFICERS AND THEIR DUTIES

Section 1, The Conference-in-Session shall elect a Vice President and a Secretary, each for a two-year term. The Vice President will succeed to the office of President upon the completion of the President's two-year term which is completed at the conclusion of that Conference session. These officers shall be responsible for a variety of duties which shall include, but not be limited to, the following:

- A. President: will formally ordain the candidates to the ministry as approved under Article XI, Section 5; shall along with Executive Director, sign all certificates of license and ordination, and make appointments necessary to expedite the business of the Conference, conduct all Conference sessions and the meetings
- B. Vice President: Will fulfill all duties assigned by the President, and conduct the duties of the President in the absence or incapacity of the President.
- C. Secretary: Will be responsible for recording minutes of all Administrative Council meetings, oversee the recording of minutes at all Conference sessions, be responsible for any correspondence or documents presented to the Conference, conduct the roll call at Conference sessions, and prepare all tally sheets for elections. There are no term limitations placed on the office of Secretary.

Section 2. In the absence of both the President and Vice President, the Secretary shall be authorized to fulfill the duties of the office of President until such time when the President or Vice President can resume their duties or an appropriate election takes place.

ARTICLE V – ORGANIZATION

Section 1. The Conference-in-Session shall be constituted at the first business session of the annual meeting (and at the opening of any special meeting) by the President of the Conference. The Parliamentarian(s) shall make any necessary recommendation to the President on all questions regarding eligibility and seating of delegates. The Administrative Council shall establish and prescribe rules, regulations, and official forms, including the certification of delegates and alternates, to facilitate and govern the recognition and seating of delegates and the constituting of the Conference-in-Session.

Section 2. NOMINATING COMMITTEE

- A. A Nominating Committee of six persons shall be composed of two members chosen by the Administrative Council from its membership, and three members to be selected by the Conference-in-Session, all serving one-year terms. The Executive Director by virtue of his office shall serve as the sixth member of the Nominating Committee.
- B. The Nominating Committee shall make nominations for each elective position in the Conference, nominations of delegates to the General Conference, and nominations for the three members of the Nominating Committee.
- C. The Nominating Committee shall be responsible for ascertaining the eligibility and availability of all nominees for the respective positions, and shall prepare a printed ballot for use by the delegates at the Conference sessions. At least one-third more names shall appear for each office or position than the number to be elected, with the exception of the Conference Secretary, Churches of God Home Mission Council, Inc., and Doubling Gap Center, Inc. Blank spaces shall be provided on the ballot for additional nominees.

Section 3. A majority of all votes shall be necessary for election except when electing General Conference delegates, which may be done by plurality. On each successive ballot until such majority ensues, nominees shall be dropped as follows: Persons receiving less than fifty votes on the first ballot shall be dropped. On subsequent ballots the nominee with the fewest votes shall be dropped. In the event that two or more persons are tied for the fewest votes, they shall be dropped unless such action reduces the number of persons on the ballot below the number to be elected, in which case no names will be dropped.

Section 4. All officers and Administrative Council members shall be chosen from the members of the Conference-in-Session and/or the congregations of the member congregations of the Conference. To be eligible in either case the nominees must have been members in good standing of the Churches of God, General Conference for at least three years. (*In the selection of an Executive Director see By-Laws Article III, Section 1.*)

Section 5. GENERAL CONFERENCE DELEGATES

- A. Ministerial delegates to the General Conference as determined by the General Conference Constitution shall be elected from the members of the Conference who have been ordained according to the standards of the General Conference and hold life ordination certificates for at least three consecutive years including the year in which they are elected.
- B. Lay delegates to the General Conference as determined by the General Conference Constitution may be elected from the members of the Conference-in-Session or from the congregations of the member churches in this Conference. To be eligible in either case the nominees must be members of said local congregation for at least three years including the year in which they are elected.
- C. The Administrative Council shall present nominations for youth delegates to the General Conference from any local congregation of this Conference to the Nominating Committee.
- D. All delegates shall be required to attend **all** the sessions of the General Conference. They shall notify the Conference Secretary not later than thirty days before the convening of the General Conference regarding their ability to do so.

ARTICLE VI – ADMINISTRATIVE COUNCIL

Section 1. ORGANIZATIONAL STRUCTURE

- A. The Administrative Council shall be composed of twelve (12) members elected by the Conference-in-Session as follows: six (6) ordained ministers of the Conference, six (6) lay persons (lay persons must be members of a local congregation of the Conference for at least three years; the three officers of the Conference by virtue of their office (President, Vice President, Secretary), the Executive Director, and two (2) additional members-at-large selected by the Administrative Council from the Conference. All twenty (18) shall be voting members of the Administrative Council.
- B. Administrative Council members with the exception of the Executive Director and the Officers (President, Vice President, Secretary) will serve a three-year term. The Vice

182 President shall be elected in even numbered years and the Secretary in odd-numbered
183 years. Two ordained pastors and two lay persons shall be elected annually. The two
184 selected member-at-large need not be elected in the same year.

- 185 C. Persons elected or appointed to the Administrative Council will be limited to serving two
186 consecutive terms with the exception of the Executive Director and the Secretary. In the
187 cases of persons appointed to complete the unfinished term of another, if less than
188 eighteen (18) months remains in the unfinished term it will not be considered a term for
189 the purpose the previous rule. If more than eighteen (18) months remains, however, it
190 shall count as a full term.
- 191 D. Vacancies in Conference offices shall be filled by the Administrative Council.
- 192 1. Upon a vacancy in the office of President, the Vice President shall assume the office.
193 Any vacancies in the office of Vice President may be filled on an interim basis until
194 the Conference-in-Session can act at its next regular or special meeting to fill the
195 remaining Vice Presidential term.
 - 196 2. A vacancy shall exist when the Administrative Council officially declares such
197 vacancy due to death, resignation in writing, habitual neglect of duty, or any other
198 justifiable cause.
 - 199 3. Membership on the Administrative Council is a Conference office within the meaning
200 of this sub-section.
 - 201 4. Vacancies on the Administrative Council shall be filled by a majority vote of the
202 remaining members of the Administrative Council.
 - 203 5. Vacancies filled by the Administrative Council shall be for the duration of the term
204 with the exception of the office of Vice President.

205 206 Section 2. AUTHORITY

- 207 A. The Administrative Council shall be the corporation of the Conference and shall
208 constitute the Board of Trustees.
- 209 B. The Administrative Council under this constitution shall be the successor to both the
210 Administrative Council and Executive Committee of the previous constitutions.
- 211 C. The Administrative Council shall have authority over the work of the Conference
212 between the annual sessions of the Conference.
- 213 D. The Administrative Council shall have authority over the appointment and work of all
214 commissions, committees, organizations, and employees of the Conference. It shall meet
215 as often as necessary to oversee the work of the Conference.
- 216 E. The Administrative Council shall be vested with judicial power in all cases under the
217 Constitution not otherwise provided for and it shall be responsible for making final
218 decisions in the recall of certificates of ordination and all other credentials.
- 219 F. The Administrative Council shall have the right to name qualified delegates to the
220 General Conference if and when the list of officially elected alternates have been
221 exhausted.
- 222 G. The Administrative Council has the authority to appoint and dissolve any special
223 committees it deems necessary.
- 224 H. The Administrative Council has the authority to employ persons as needed and to
225 terminate such employment following the procedures established in the employment
226 agreements. If no such procedures have been adopted, the Administrative Council may
227 terminate employment at any time for any reason. All employees of the Conference are

accountable through the Executive Director to the Administrative Council for the performance of their duties. The Executive Director is directly accountable to the Administrative Council for the performance of his or her duties. All employees of the Conference, except in secretarial persons, must be members of a local congregation of the Churches of God, General Conference.

- I. The Administrative Council shall have authority to resolve any issue or question of interpretation regarding the Constitution, By-Laws, and any other conference policy.

Section 3. RESPONSIBILITIES

- A. The Administrative Council shall appoint commissions which shall carry out the program and ministry of the Conference. Each commission must be made up of at least seven (7) members, two (2) of whom should have been present at the most recent sessions of the annual Conference and one member of the Administrative Council who shall serve as a liaison with voting privileges between the commission and the Administrative Council. Each commission shall have a staff person relating directly to its work. The staff person shall not be the chairperson, and will be accountable to the Administrative Council.
- B. The Administrative Council shall annually name the chairperson for each commission. Persons who are appointed to commissions as members will serve a two-year term. There is no limit to terms of service for commission work.
- C. The Administrative Council shall annually appoint a Constitution Committee of at least three persons and designate a chairperson.

ARTICLE VII -- COMMISSIONS

Section 1. THE CHURCH HEALTH COMMISSION

The mission of this commission shall be to oversee the advancement and development of church health in the Eastern Regional Conference. The commission will seek to resource churches, pastors and leaders with best practices for ministry and church development. The Commission shall have authority to set guidelines and policies to further define and execute its mission, subject to the approval of the Administrative Council.

Section 2. THE PASTORAL HEALTH COMMISSION.

This commission will seek to improve the effectiveness and health of pastoral leaders in the Conference. The Pastoral Health Commission will seek to encourage and develop pastors for effective ministry through pastoral care and counsel, resourcing, mentoring and coaching and if needed professional counseling. The Commission shall have authority to set guidelines and policies to further define and execute its mission, subject to the approval of the Administrative Council.

Section 3. THE CHURCH MULTIPLICATION COMMISSION

This commission will seek to help churches multiply disciples, leaders, ministries, and churches. The Commission will oversee church planting as well as efforts for multiplication through our established churches. The Commission shall have authority to set guidelines and policies to further define and execute its mission, subject to the approval of the Administrative Council.

274 Section 4. THE CREDENTIALING AND PLACEMENT COMMISSION

275 This commission will seek to work with pastors sensing a call to ministry, oversee their
276 development and work to place them in ministry. The Commission will serve as the body for
277 credentialing, both licensing and ordination for all pastors. The Commission will further work
278 with the local church in placing pastors in ministry. The Commission shall have authority to set
279 guidelines and policies to further define and execute its mission, subject to the approval of the
280 Administrative Council.

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283 ARTICLE VIII -- AUXILIARY ORGANIZATIONS

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285 Auxiliary lay organizations, defined in the Conference By-Laws and others which may be
286 established, shall be in harmony with the Charter, Constitution, and By-Laws of the Conference.
287 The Conference shall foster, encourage, and support the lay organizations of the Conference.
288 Auxiliary

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291 ARTICLE IX -- SUBSIDIARY CORPORATIONS

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293 The following corporations and any adjunct corporations thereof are subsidiary corporations of
294 this Conference of the Churches of God, General Conference: Doubling Gap Center, Inc .and the
295 Churches of God Home Mission Council, Inc. They shall report to each Administrative Council
296 meeting and to the Conference-in-Session in writing or by personal representative. All records
297 (including financial records) and minutes of these corporations are subject to review and
298 approval of the Administrative Council.

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301 ARTICLE X – POLITY

302
303 Section 1. AUTHORITY.

304 The Conference has the power to:

- 305 A. Receive and issue appeals from the Administrative Councils (or their equivalent) of local
306 churches; and to examine, approve, or censure the records and actions of said councils.
307 B. Condemn erroneous opinions which injure the peace of the Church.
308 C. Visit particular churches for the purpose of inquiring into their spiritual condition.
309 D. Examine and license candidates for ministry.
310 E. Ordain, install, judge, discipline, restore or remove ministers.
311 F. Resolve questions of doctrine and discipline.
312 G. Unite or divide congregations.
313 H. Form or receive new congregations.
314 I. Dissolve congregations or close churches.
315 J. Order in general whatever pertains to the spiritual and material welfare of the churches
316 under its care.

317
318 Section 2. MEMBER CHURCHES

- 319 A. Any group of thirty or more believers united together as a religious body or church,
320 subscribing to the polity, principles and doctrines of the Conference and the General
321 Conference, and adopting its own constitution as approved by the Conference shall, upon
322 request to and approval by the Conference, be received as a member Church of God in full
323 standing in the Conference. The church shall be entitled to all the privileges granted by
324 the Constitution, including representation in the Conference and the service of a minister
325 of this Conference. All mission churches established under the auspices of the
326 Conference are considered member churches.
- 327 B. Any pre-existing group of believers united together as a religious body or church willing
328 to support the polity, principles and doctrines of the Conference and the General
329 Conference shall, upon request to and approval by the Administrative Council, be
330 received as an associate member congregation in the Conference. The church shall be
331 entitled to the privileges granted by the constitution with the exception of voting at
332 Conference-in-Session. Members of an associated church body are not eligible for
333 election to Conference offices. The church may be served by a minister of the
334 Conference. Associate membership may continue for ten years during which time a
335 request for membership in full standing needs to be made or this status will be
336 discontinued.

337
338 Section 3. The policies and guidelines of the General Conference shall govern membership and
339 other aspects of local church administration.

340
341 Section 4. An appeal of an action of the Administrative Council (or its equivalent) of a local
342 church in matters of discipline and other difficulties can be made, provided such an appeal is
343 made to the Administrative Council of the Conference within thirty (30) days after the judgment
344 has been rendered by the Administrative Council (or its equivalent) of a local church.

345
346 Section 5. CHURCH PROPERTY

- 347 A. The property of member congregations in full standing in the Conference is subject to the
348 laws of this larger ecclesiastical body, i.e., the Conference, and in turn to the rule of the
349 General Conference. This three-tiered hierarchical structure represents a representative
350 form of government with delegates from all churches constituting the Conference-in-
351 Session. This presbyterial polity is further translated and confirmed below.
- 352 B. All church property shall be held by the elders or trustees of the local church or by the
353 local church corporation if such there be, in trust for the Conference. The existence of
354 this trust, however, shall in no way limit the power and authority otherwise existing over
355 such property, so long as the local church remains a part of and subject to this
356 Conference. (See also the General Conference Constitution, Article XII, Section 3 and
357 Article XIX).
- 358 C. In the event a church shall become extinct or cease to maintain an organization in
359 harmony with the doctrine, customs, or polity of the Churches of God, its property shall
360 become the property of the Conference.
- 361 D. In the case of extinction by reason of the dispersal of its members, the abandonment of its
362 work, or other cause, a local church may provide for the disposal of its assets to
363 appropriate ministries and/or agencies of this Conference and/or the General Conference.

- 364 E. When a church ceases to be in harmony with the doctrines, customs or polity of the
365 Churches of God, this Conference may at its discretion dissolve that church. An appeal
366 of such a decree of dissolution may be taken within thirty-days to the Administrative
367 Council of the General Conference. Whenever a church is formally dissolved by this
368 Conference such property as it may have shall become the property of this Conference
369 and shall be used for such purposes or may be sold or disposed of as this Conference may
370 direct.
- 371 F. Should a congregation desire to withdraw from the Churches of God, General Conference
372 for whatever reason, the current General Conference policy on church withdrawal must
373 be followed.

374
375 Section 6. CONFERENCE PROPERTY

- 376 A. As a member Conference of the Churches of God, General Conference, all property
377 of the Eastern Regional Conference and its subsidiary corporations is and shall be
378 subject to the rule of the General Conference. All such property is held in trust by the
379 Conference for the General Conference. The existence of this trust, however, shall in
380 no way limit the power and authority, otherwise existing over such property, so long
381 as the Conference remains a part of and subject to the General Conference.
- 382 B. In the event of dissolution of the Conference, the Administrative Council shall, after
383 paying or making provision for the payment of all liabilities of the corporation,
384 dispose of all remaining assets under the provisions of Section 501 (c.3.) of the
385 Internal Revenue Code of 1986, to be used exclusively for charitable purposes.
- 386 C. Under no circumstances shall any assets be distributed upon dissolution to any
387 directors, officers, employees, or individual or group of individuals of the
388 corporation.
- 389 D. Nothing herein shall be construed to affect the disposition of property and assets held
390 by the Conference in trust or under any other condition or subject to any executory or
391 special limitation. Any such property upon dissolution of the Conference shall be
392 transferred in accordance with the trust, condition or limitation imposed thereon.

393
394 Section 7. NO ACTIVITIES VIOLATING THE INTERNAL REVENUE CODE

- 395 A. The Conference is organized and operated exclusively for religious purposes. No part
396 of the net earnings of the Conference shall inure to the benefit of, or be distributable
397 to, its officers or other private persons, except that the Conference shall be authorized
398 and empowered to pay reasonable compensation for services rendered and to make
399 payments and distributions in furtherance of the purposes set forth in this constitution.
- 400 B. The Conference does not, and shall not, carry on any other activities not permitted to
401 be carried on (a) by a corporation exempt from federal income tax under section 501
402 (c.3.) of the Internal Revenue Code, or the corresponding section of any future federal
403 tax code, or (b) by a corporation, contributing to activities which are deductible under
404 section 170 (c.2.) of the Internal Revenue Code or the corresponding provision of any
405 future federal tax code.

406
407 ARTICLE XI –MINISTERS

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409 Section 1. Original jurisdiction in relation to ministers belongs to the Conference.

Section 2. The church membership and responsibilities of the minister shall be in accord with General Conference policies and guidelines. The pastor shall be in charge of all worship services and ceremonies conducted in the Church, unless otherwise mutually agreed. He The senior pastor/lead pastor shall be responsible for whoever occupies the pulpit.

Section 3. Any minister belonging to the Conference who refuses to carry out an order or resolution thereof shall be liable to a charge of insubordination before the Conference.

Section 4. Procedures for resolving controversies shall be in accord with Eastern Regional Conference and General Conference policies and guidelines.

Section 5. Credentials for pastoral ministry include annual license and life ordination and shall be issued in accordance with General Conference standards.

A. If no General Conference standards exist, the commission shall have the authority to recommend credentials and appropriate standards and guidelines to the Administrative Council for approval. Modifications to General Conference standards must be approved by the Administrative Council and the General Conference.

B. Credentials for non-pastoral church vocations shall be issued in accordance with existing General Conference standards. If no General Conference standards exist, the commission shall have the authority to recommend credentials and appropriate standards and guidelines to the Administrative Council for approval.

C. Candidates for permanent license and ordination must be able to respond affirmatively to the following questions, which shall be asked during the annual ordination service:

1. Do you believe that in seeking the office of the Christian ministry you are influenced by a sincere love for God and your desire to promote His glory and the salvation of men?

2. Do you believe that the doctrines of the Word of God as taught by the Churches of God, General Conference are correct and true?

3. Are you willing to subscribe to these doctrines, to teach them, and to defend them against every attempt to minimize their value, guarding against those things which cause division in the church, and dedicating your powers to building the church you serve as pastor?

4. Do you promise to fully cooperate and carry out all the rules and regulations, and support all the agencies and enterprises of the Conference and the General Conference?

5. If for any cause the Conference should deem it proper to recall your certificate of ordination, do you promise to deliver the same upon official request?

6. Should you determine that you can no longer publicly affirm the doctrines of the Churches of God or fully adhere to the authority of the Churches of God, will you voluntarily surrender your credentials and resign your pastorate?

ARTICLE XII – CONSTRUCTION

Section 1. This document shall be interpreted in accordance with Pennsylvania law.

Section 2. In this document the word he is intended to refer to he or she.

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457 ARTICLE XIII –AMENDMENTS
458

459 Section 1. Any amendment or revision to the Constitution shall be referred without debate to the
460 Committee on Constitution for study, and the Committee shall present its report and
461 recommendations at a subsequent meeting of the Conference-in-Session.
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463 Section 2. This Constitution may be altered or amended by a two-thirds vote of a quorum of
464 Conference-in-Session. A quorum is the majority of the number of delegates officially registered
465 for the annual session of the Conference. All members shall be required to vote, unless properly
466 excused for good and sufficient reason.
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470 BY-LAWS
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473 ARTICLE I -- MEETINGS
474

475 The regular annual meeting of the Conference shall be held during the second quarter of
476 the calendar year at such a place as may be agreed upon from time to time, for the transaction of
477 such business as properly pertains to ecclesiastical bodies.
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480 ARTICLE II -- AUXILIARY ORGANIZATIONS
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482 Section 1. THE CHURCHES OF GOD WOMEN'S MINISTRIES (CGWM)
483

484 A. The CGWM shall further the work of the Churches of God by uniting the women of
485 the Churches of God in spiritual fellowship, with a program of evangelism, prayer, education,
486 giving and service.

487 B. It shall effect its own organization, elect officers, and conduct its affairs as provided
488 in its Constitution. The President and Secretary shall be members-at-large of the annual
489 Conference-in-Session to which they shall report. The President and Secretary shall be advisory
490 members of the Administrative Council to which they shall report at least twice a year.

491 C. The Conference CGWM shall maintain a close relationship with the General
492 Conference CGWM and relate to interdenominational women's work.

493 Section 2. THE CHURCHES OF GOD ADULT LIFE FELLOWSHIP (ALF)
494

495 A. The ALF shall further the work of the Kingdom of God by uniting the senior adults
496 of the Churches of God in this Conference in a program of worship, fellowship, and service.

497 B. It shall effect its own organization, elect officers, and conduct its affairs as provided
498 for in its constitution. The President and Secretary shall be members-at-large of the annual
499 Conference to which they shall report. The President and Secretary shall be advisory members
of the Administrative Council to which they shall report at least twice a year.

C. The Conference ASLF shall maintain a close relationship with the General Conference CGSLF and relate to interdenominational senior life work.

ARTICLE III -- STAFF POSITION DESCRIPTIONS

Section 1. The executive director shall be selected by the Administrative Council for a four (4) year term. There is no limit on terms to be served.

A. The preferred qualifications for the executive director are that he shall be one who:

1. Has proven to be a faithful ordained servant in the Kingdom of God for at least five years
2. Has been a Christian for at least seven (7) years.
3. Has demonstrated leadership and relational skills necessary to the responsibilities outlined below.
4. Is an active member of a local church.
5. If not already so, will become a member of a congregation in the Eastern Regional Conference.

B. When a vacancy occurs in the office of the executive director for any reason

1. The Administrative Council shall appoint a search committee of at least three people to find a replacement candidate to be presented to the Administrative Council for approval.
2. The Administrative Council shall appoint an interim executive director to serve a period not to exceed eighteen (18) months until the new candidate is selected.

C. The executive director shall, by virtue of his office, be a delegate to the General Conference and the chairperson of the Conference delegation.

D. The responsibilities of the executive director shall include, but not be limited to:

1. Overseeing leadership development in the Conference by:
 - a. Modeling an effective, scriptural, and exemplary personal leadership style;
 - b. Insure that training is provided in leadership, goal setting and vision casting to local congregations;
2. Giving vision and direction to the Conference by:
 - a. Spending time regularly seeking God's will through Bible study and prayer;
 - b. Exhibiting an understanding of, and the ability to, implement the Conference's mission statement and strategic goals;
 - c. Leading the Conference in periodic review of the mission statement and strategic goals;
 - d. Keeping abreast of research in vision casting, as well as contemporary and future culture.
3. Directing the Conference ministry and support staff on a daily basis by:
 - a. Overseeing the ongoing administrative responsibilities of the Conference;
 - b. Working with the Administrative Council in the search for, hiring of, evaluation of, discipline of, and termination of Conference ministry and support staff;
 - c. Developing the ministry and support staff into a leadership team;
 - d. Providing pastoral support for the Conference ministry and support staff.
 - e. Determining which Conference staff persons will regularly meet with Commissions based on current staff structure.
4. Acting as spokesperson and representative of the Conference by:
 - a. Serving as an officer of the Conference with authority to act in polity, financial, legal and disciplinary matters;

b. Serving as signatory on behalf of the Conference for all legal documents, including but not limited to deeds, mortgages and bonds.

c. Serving as a representative of the Conference to the larger church community;

d. Serving as a spokesperson for the Conference to the larger church community and the community-at-large.

E. The executive director shall have authority to speak for the Conference, the Administrative Council, commissions and committees thereof on matters of record.

F. The executive director shall be the legal officer of the Conference, and shall be the custodian of the charter, seal, deeds, Conference archives, and pastoral transfers. He shall provide, sign, seal and deliver all certificates of ordination, annual license, Christian service, and retirement, and annual identification cards for pastors.

G. The executive director will serve as an ex officio member of all commissions, committees or task forces of the Administrative Council where not already serving as a member.

H. Annual evaluation of the executive director should be conducted by the Administrative Council (or by an appointed Staff Committee from within the Administrative Council). Each staff person will also be annually evaluated, such evaluations being led by the executive director, who serves as the chief of staff.

Section 2. GUIDING ACTIONS CONCERNING STAFF/STAFFING

A. All positions with the exception of the Executive Director will be implemented at the direction of the Eastern Regional Conference based on funds available.

B. All job descriptions for all positions except for Executive Director will be maintained in an Office Policy and Personnel Manual.

ARTICLE IV -- AMENDMENTS

Section 1. Any amendment or revision to the By-laws shall be referred without debate to the Committee on Constitution for study, and the Committee shall present its report and recommendations at a subsequent meeting of the Conference-in-Session.

Section 2. These By-laws may be altered or amended by a two-thirds vote of a quorum of the Conference-in-Session. A quorum is the majority of the number of delegates officially registered for the annual session of the Conference. All members shall be required to vote, unless properly excused for good and sufficient reason.