

**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.

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

Section 4. VOTING PRIVILEGES

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

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

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

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

ARTICLE III - MEETINGS

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

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

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

ARTICLE IV – OFFICERS AND THEIR DUTIES

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

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

106
107 Section 2. In the absence of both the President and Vice President, the Secretary shall be
108 authorized to fulfill the duties of the office of President until such time when the President or
109 Vice President can resume their duties or an appropriate election takes place.

111 112 ARTICLE V – ORGANIZATION 113

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

121 122 Section 2. NOMINATING COMMITTEE

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

136
137 Section 3. A majority of all votes shall be necessary for election except when electing General
138 Conference delegates, which may be done by plurality. On each successive ballot until such
139 majority ensues, nominees shall be dropped as follows: Persons receiving less than fifty votes on
140 the first ballot shall be dropped. On subsequent ballots the nominee with the fewest votes shall
141 be dropped. In the event that two or more persons are tied for the fewest votes, they shall be
142 dropped unless such action reduces the number of persons on the ballot below the number to be
143 elected, in which case no names will be dropped.

144
145 Section 4. All officers and Administrative Council members shall be chosen from the members
146 of the Conference-in-Session and/or the congregations of the member congregations of the
147 Conference. To be eligible in either case the nominees must have been members in good
148 standing of the Churches of God, General Conference for at least three years. (*In the selection of*
149 *an Executive Director see By-Laws Article III, Section 1.*)

150
151 Section 5. GENERAL CONFERENCE DELEGATES

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

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170 ARTICLE VI – ADMINISTRATIVE COUNCIL

171
172 Section 1. ORGANIZATIONAL STRUCTURE

- 173 A. The Administrative Council shall be composed of twelve (12) members elected by the
174 Conference-in-Session as follows: six (6) ordained ministers of the Conference, six (6)
175 lay persons (lay persons must be members of a local congregation of the Conference for
176 at least three years; the three officers of the Conference by virtue of their office
177 (President, Vice President, Secretary), the Executive Director, and two (2) additional
178 members-at-large selected by the Administrative Council from the Conference. All
179 twenty (18) shall be voting members of the Administrative Council.
- 180 B. Administrative Council members with the exception of the Executive Director and the
181 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

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

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

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236 **Section 3. RESPONSIBILITIES**

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

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251 **ARTICLE VII -- COMMISSIONS**
252

253 **Section 1. THE CHURCH HEALTH COMMISSION**

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

259
260 **Section 2. THE PASTORAL HEALTH COMMISSION.**

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

267
268 **Section 3. THE CHURCH MULTIPLICATION COMMISSION**

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

Section 4. THE CREDENTIALING AND PLACEMENT COMMISSION

This commission will seek to work with pastors sensing a call to ministry, oversee their development and work to place them in ministry. The Commission will serve as the body for credentialing, both licensing and ordination for all pastors. The Commission will further work with the local church in placing pastors in ministry. 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.

ARTICLE VIII -- AUXILIARY ORGANIZATIONS

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

ARTICLE IX -- SUBSIDIARY CORPORATIONS

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

ARTICLE X – POLITY

Section 1. AUTHORITY.

The Conference has the power to:

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

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 presbyterian 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.

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.

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.

407 ARTICLE XI –MINISTERS

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

410
411 Section 2. The church membership and responsibilities of the minister shall be in accord with
412 General Conference policies and guidelines. The pastor shall be in charge of all worship services
413 and ceremonies conducted in the Church, unless otherwise mutually agreed. He The senior
414 pastor/lead pastor shall be responsible for whoever occupies the pulpit.

415
416 Section 3. Any minister belonging to the Conference who refuses to carry out an order or
417 resolution thereof shall be liable to a charge of insubordination before the Conference.

418
419 Section 4. Procedures for resolving controversies shall be in accord with Eastern Regional
420 Conference and General Conference policies and guidelines.

421
422 Section 5. Credentials for pastoral ministry include annual license and life ordination and shall
423 be issued in accordance with General Conference standards.

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

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

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

- 434 1. Do you believe that in seeking the office of the Christian ministry you are influenced by a
435 sincere love for God and your desire to promote His glory and the salvation of men?
- 436 2. Do you believe that the doctrines of the Word of God as taught by the Churches of God,
437 General Conference are correct and true?
- 438 3. Are you willing to subscribe to these doctrines, to teach them, and to defend them against
439 every attempt to minimize their value, guarding against those things which cause division in
440 the church, and dedicating your powers to building the church you serve as pastor?
- 441 4. Do you promise to fully cooperate and carry out all the rules and regulations, and support
442 all the agencies and enterprises of the Conference and the General Conference?
- 443 5. If for any cause the Conference should deem it proper to recall your certificate of
444 ordination, do you promise to deliver the same upon official request?
- 445 6. Should you determine that you can no longer publicly affirm the doctrines of the Churches
446 of God or fully adhere to the authority of the Churches of God, will you voluntarily surrender
447 your credentials and resign your pastorate?

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450 ARTICLE XII – CONSTRUCTION
451

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

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

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456

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.

462

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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BY-LAWS

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ARTICLE I-- MEETINGS

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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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ARTICLE II -- AUXILIARY ORGANIZATIONS

481

Section 1. THE CHURCHES OF GOD WOMEN'S MINISTRIES (CGWM)

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

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

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

492

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

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

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

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

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504 ARTICLE III -- STAFF POSITION DESCRIPTIONS
505

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

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

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

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

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

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

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

- 524 1. Overseeing leadership development in the Conference by:
 - 525 a. Modeling an effective, scriptural, and exemplary personal leadership style;
 - 526 b. Insure that training is provided in leadership, goal setting and vision casting to local
527 congregations;
- 528 2. Giving vision and direction to the Conference by:
 - 529 a. Spending time regularly seeking God's will through Bible study and prayer;
 - 530 b. Exhibiting an understanding of, and the ability to, implement the Conference's mission
531 statement and strategic goals;
 - 532 c. Leading the Conference in periodic review of the mission statement and strategic goals;
 - 533 d. Keeping abreast of research in vision casting, as well as contemporary and future culture.
- 534 3. Directing the Conference ministry and support staff on a daily basis by:
 - 535 a. Overseeing the ongoing administrative responsibilities of the Conference;
 - 536 b. Working with the Administrative Council in the search for, hiring of, evaluation of,
537 discipline of, and termination of Conference ministry and support staff;
 - 538 c. Developing the ministry and support staff into a leadership team;
 - 539 d. Providing pastoral support for the Conference ministry and support staff.
 - 540 e. Determining which Conference staff persons will regularly meet with Commissions
541 based on current staff structure.
- 542 4. Acting as spokesperson and representative of the Conference by:
 - 543 a. Serving as an officer of the Conference with authority to act in polity, financial, legal and
544 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.