

## **District Leadership Position Summaries**

### **Moderator-Elect**

*Serves one year then becomes Moderator for one year*

- Ex-officio member of District Board and Executive Committee
- Ex-officio member of the Gifts Discernment Team
- Member of Program and Arrangements Committee (approximately 15 meetings/year)

\*Positions  
GDT to fill for  
2027 slate  
highlighted in  
yellow

### **Program and Arrangements Committee**

*Serves three-year term*

- Plans District Conference program and logistics
- Helps with registration on the day of District Conference (approximately 4 meetings/year)

### **Gifts Discernment Team**

*Serves three-year term - Names secured by Board*

- Securing potential people for leadership by mailing letters and calling Pastors, Moderators, and Board Chairs, then following up with the recommendations
- Discerns actual persons for leadership after names have been secured
- Helps at District Conference with registration, slate presentation and ballot counting (approximately 3 meetings/year)

### **Standing Committee Delegates and Alternate**

*Serves three-year term, plus one year as an Alternate*

- Serves on Annual Conference Standing Committee (expenses paid)
- Ex-officio member of District Board (unless already serving as voting member of Board)
- Serves on committee to plan briefing for Annual Conference
- Alternate - attends Annual Conference if Standing Committee Delegate is unable to attend (meetings are held during Annual Conference, at the different yearly location)

### **District Board Chair**

*Serves three-year term – eligible to serve an additional three-year term*

- The Chair shall preside at all meetings of the District Board and the Executive Committee, and shall be responsible for the reporting to the Board
- This person shall sign with the DE, or any other proper officer of the corporation authorized by the Board, any deeds, mortgages, bonds, contracts, or other instrument which the Board has authorized to be executed
- In general, the Board Chair shall perform all duties as set by the District Board, from time to time
- This person shall be an ex-officio member, without vote, of all Commissions and Committees of the Board  
(3 Executive meetings, 3 Board meetings, any special meetings/year)

### **District Board Vice-Chair**

*Serves three-year term – eligible to serve an additional three-year term*

- In the absence of the Chair, the Vice-Chair shall perform the duties of the Chair
- The Vice-Chair shall perform other duties, from time to time, that may be assigned by the Chair or by the District Board
- Serves as Vice-Chair of the Executive Committee

**(OVER)**

- Creates an intentional support network of caring and accountability for the District Staff of the ANE District which fosters personal care, healthy working styles and relationships, and effective ministry for the District  
(3 Executive meetings, 3 Board meetings, any special meetings/year)

## **District Clerk**

*Appointed by the District Board - Serves three-year term - eligible to serve an additional three-year term*

- Records the minutes of the District Conference
- Prepares the District Conference minutes for distribution to the congregations and fellowships, in cooperation with the District Conference Manager
- Serves as Secretary, with vote, of the Program & Arrangements Committee & the Gifts Discernment Team  
(approximately 8 meetings/year)

## **Commission on Church Development**

*Serves three-year term – eligible to serve an additional three-year term*

- Supports and oversees the revitalization and rebirth of existing churches, church plantings, church growth and evangelism  
(10-12 Commission meetings, plus 3 Board meetings/year)

## **Commission on Ministry**

*Serves three-year term - eligible to serve an additional three-year term*

- Manages all ministerial and credentialing matters
- Promotes healthy relationships between congregations and ministerial/pastoral leadership  
(10-12 Commission meetings, plus 3 Board meetings/year)

## **Commission on Nurture**

*Serves three-year term - eligible to serve an additional three-year term*

- Assists congregations in spiritual growth and renewal of church members
- Facilitates, supports and advocates for the spiritual, emotional, physical, and relational health and vitality of the District's congregations  
(10-12 Commission meetings, plus 3 Board meetings/year)

## **Commission on Stewardship**

*Serves three-year term - eligible to serve an additional three-year term*

- Challenges good stewardship of God's resources and provides Stewardship educational opportunities
- Supervises the financial interests of the District and program interpretation  
(8-10 Commission meetings, plus 3 board meetings/year and District Conference)

## **Commission on Witness & Outreach**

*Serves three-year term - eligible to serve an additional three-year term*

- Urges each congregation to proclaim the love and power of God, the Gospel and the work of the Holy Spirit, through outreach and missions
- Coordinates response to social concerns and disaster relief
- Encourages persons to be involved in service work within the District, as well as encouraging involvement in denominational service opportunities
- (10-12 Commission meetings, plus 3 board meetings/year)

## Position Descriptions from ANE District Plan of Organization (Bylaws)

The **Moderator-elect** shall be called by District Conference for one year and then shall automatically become Moderator for one year. It is recommended (but not required) that the Moderator-elect will have previously served on the District Board.

The Moderator-Elect shall

- a. Perform the duties of the Moderator in the Moderator's absence or upon request.
- b. Become familiar with the program of the district in preparation for serving as Moderator.
- c. Serve as an ex-officio member, without vote, of the District Board, the Executive Committee, and the Gifts Discernment Team.
- d. Serve as a member of the Program & Arrangements Committee.

### **Program and Arrangements Committee**

The committee shall be composed of the Moderator, who shall serve as Chair, the Moderator-Elect, Clerk, District Executive, Designated Staff person, and four members called by District Conference for one three-year term. Called members shall not be eligible to succeed themselves.

The Program and Arrangements Committee shall

- a. Plan the conference program.
- b. Prepare the selected facility for the conference that includes adequate space for exhibits or insight sessions for agencies that do not report in a formal way to District Conference.
- c. Register delegates.
- d. Appoint tellers.
- e. Provide equipment for exhibit space or insight sessions as needed.
- f. Plan meetings, if held, in each section of the District in cooperation with a planning committee from each section.

### **Commission on Ministry**

The commission shall

- a. Manage all ministerial and credentialing matters related to the life of the district.
- b. Promote healthy relationships between congregations and ministerial/pastoral leadership.
- c. Provide and/or publicize opportunities for the continuing education, professional growth, and sabbatical experiences for set-apart leadership.
- d. Encourage congregations and district leadership to identify persons with gifts for ministry and challenge these persons to give prayerful consideration for set-apart ministry as a life's calling.
- e. Develop and implement necessary procedures for licensing and ordaining ministers.
- f. Establish and administer a Financial Assistance Plan for the training of all credentialed ministers.
- g. Conduct an annual review of all licensed ministers and a five-year review of all ordained ministers in accordance with Annual Conference Polity.
- h. Perform its designated role related to the *Ministerial Leadership Paper*, *Ethics in Ministry Relations Paper*, and *Ethics for Congregations Paper*.
- i. Collaborate with Bethany Seminary, the Susquehanna Valley Ministry Center, and the Brethren Academy for Ministerial Leadership in a working partnership to educate and train strong ministerial/pastoral leadership.

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j. Seek to think creatively and be open to the development and implementation of new, biblically authentic ways to meet the emerging needs for ministerial training and pastoral leadership which address issues including, but not limited to the following: the cultural and congregational context for ministry, leadership for small membership churches, staff/team ministry, the national pastoral shortage, affirmation of the laity for ministry, and local credentialing.

### **Commission on Nurture**

The Commission shall

- a. Promote the total cause of Christian education.
- b. Assist congregations in nurturing the spiritual growth and renewing of church members.
- c. Provide training opportunities including such topics as curriculum, teaching ideas, and resource materials for the nurturing and growth of Christian educators.
- d. Provide leadership opportunities for the training of other congregational leaders and workers.
- e. Counsel and coordinate age and interest groups.
- f. Provide criteria and assist congregations to evaluate their nurture and education programs.
- g. Seek to strengthen the marriage covenant, enrich family life, and nurture deeper spiritual friendships among sisters and brothers in Christ.
- h. Provide resources for life passages.
- i. Address issues of family violence and sexual abuse.
- j. Offer resources and assist congregations in developing and evaluating programs for all age groups.
- k. Respond to current needs expressed by congregations.
- l. Initiate awareness, learning and resources related to important trends in Christian education and nurture, (i.e. computers and Christian education, distance learning, etc.)

### **Commission on Church Development**

The Commission shall

- a. Establish strategies for the planting of new churches. Encourage, support, and oversee the planting of new churches, in partnership with existing congregations. Such oversight shall normally end when the new church officially becomes a congregation and no longer needs District financial support.
- b. Support and oversee the revitalization of existing churches, and establish clear guidelines for District financial support of such efforts.
- c. Recommend the allocation of District funds to church planting and revitalization projects through the annual District Ministry Investment Plan and through the Seeds of Faith Fund.
- d. Recommend to the District the receiving of new fellowships and congregations, or the merging or closing of them in accordance with denominational polity.
- e. Assist new or revitalizing fellowships and congregations find financing for the purchase of a building, if this is deemed wise and necessary. These efforts need to be coordinated with the Stewards Commission.
- f. Review and evaluate all guidelines and strategies and policies as called for above.
- g. Appoint moderators for new church fellowships.

### **Commission on Stewardship**

The Commission shall

- a. Aid and challenge the congregations and all district agencies to be good stewards of God's resources. Encourage congregations to support the District ministries by monthly contributions of their congregational self-allocation.
- b. Promote a program of stewardship education and enlistment.
- c. Supervise the financial interests of the District.
- d. Safeguard and utilize the property of the District.
- e. Prepare the annual Ministry Investment Plan in consultation with Commission chairpersons for presentation to the Executive Committee and the District Board.
- f. Assist Staff with Interpreting District ministries.
- g. Solicit financial support for the basic work of ministry, nurture, witness, and church development throughout the District.
- h. Periodically review fiscal policies and financial controls to ensure efficient accounting and management of District finances.
- i. Recommend a Treasurer and Assistant Treasurer for appointment by the District Board.
- j. Promote generous giving and Planned Giving to congregations and to the District's various special grant funds.
- k. Work with the Commission on Church Development in arranging for sound financial planning in the planting of new congregations.
- l. Assist all Commissions in determining distribution of each Commission's special grant funds when applicable.

#### **Commission on Witness and Outreach**

The Commission shall

- a. Urge each congregation to proclaim the love and power of God, the Gospel of Christ, and the work of the Holy Spirit through evangelism and missions, coordinating that effort with the appropriate congregational task groups.
- b. Encourage persons to be involved in service and other volunteer opportunities.
- c. Coordinate and promote responses to social concerns and disaster relief requests.
- d. Administer material aid and funds for community outreach ministries.
- e. Encourage each congregation to promote peace education and practice peacemaking efforts.
- f. Urge congregations to study and practice Christian discipleship and service, enabling every Christian to find his/her place in ministry.
- g. Promote a concerted effort to enhance congregational mission awareness.