

## **Qualifications of Bishop**

I Timothy 3:1-1-6

This is a true saying, if a man desire the office of a bishop, he desireth a good work.

<sup>2</sup> A bishop then must be blameless, the husband of one wife, vigilant, sober, of good behavior, given to hospitality, apt to teach;

<sup>3</sup> Not given to wine, no striker, not greedy of filthy lucre; but patient, not a brawler, not covetous;

<sup>4</sup> One that ruleth well his own house, having his children in subjection with all gravity;

<sup>5</sup> (For if a man know not how to rule his own house, how shall he take care of the church of God?)

<sup>6</sup> Not a novice, lest being lifted up with pride he fall into the condemnation of the devil.

<sup>7</sup> Moreover he must have a good report of them which are without; lest he fall into reproach and the snare of the devil.

1. Must be of male gender
2. Must be a tither at local church or pastoring church
3. Must be a seasoned Elder having served as pastor, Union or Convention President, or conference supervisor. 5 years of pastoring is a reasonable expectation
4. Must be the husband of one wife (cannot not be married and previous wife still living) in ordered to be considered
5. Must have proven to be an effective leader in other areas of ministry
6. Must have been a faithful attender and supporter of the conference over the years
7. Must be of good report among the conference body
8. Must not be head strong nor self-willed, but led by the Spirit of God

## **Duties of Presiding Bishop**

1. Sets forth the vision for the conference and communicates vision to the body
2. Presides over the annual conference settings
3. Delegates responsibilities to Vice President and others as needs arises
4. Meets with Board of directors annually to discuss conference matters
5. Work closely with General Bishop in matters that relate to General Conference
6. Serve as mentor for other pastors and other ministers
7. Support conventions such as Annual conferences within the General Conference, the General Conference and the National Convention.

### **Duties of Bishop (Vice President)**

1. Serves in a supportive role to the Presiding Bishop
2. Carries out the duties assigned by the Presiding Bishop
3. Works harmoniously with the Presiding Bishop.
4. Presides in the absence of the Presiding Bishop

## **Qualifications of Treasurer/Assistant Treasurer**

1. Should be a spirit filled individual and have a teachable spirit
2. Should be a tither in their local church
3. Must be an active member of their local church and annual conference
4. Must have a good reputation among the conference body
5. Must have typing skills, book keeping and filing skills
6. Must have a working knowledge of computers

## **Duties of the Treasurer/Assistant Treasurer**

1. Keep true account of all conference funds received and from whom it was received.
2. Make conference deposits in a timely manner
3. Provide financial secretary with record of all monies received
4. Make a written report to the annual conference
5. Provide all required documentation requested for annual audit
6. Safeguard all financial documents entrusted to their care

## **Qualifications of Secretary/Assistant Secretary**

1. Must be spirit filled and have a teachable spirit
2. Must be in good spiritual and financial condition with local church
3. Must be faithful member of local church and annual conference
4. Must have the ability to read, write, spell, & proofread documents well
5. Must be able to file and retrieve correspondence accurately and timely
6. Must have good computer skills
7. Must be able to keep conference business confidential

## **Duties of the Secretary/Assistant Secretary**

1. Keep good and accurate records of all conference business
2. Provide conference minutes to leadership upon request
3. Receive and announce correspondence whenever appropriate
4. Attend board meetings upon receiving proper notification
5. Serve as voice of contact between leadership and conference family
6. Other duties as assigned by Conference leadership

## **Qualifications of Parliamentarian**

1. Must be a mature and spirit filled person
2. Must have a teachable spirit
3. Must be an active member of local church and annual conference
4. Must have a good understanding of parliamentary procedure based on Robert's Rulers of Order and the Holy Bible
5. Must display a pleasant spirit
6. Must have the ability to discern what should and should not be

## **Duties of Parliamentarian**

1. Assist in maintaining order during conference settings
2. Assist in handling business matters as called upon
3. Always be prepared and willing to explain their decision as it relates to parliamentary law
4. To always make decisions based on Parliamentary law and the word of God without personal prejudice
5. Always seek to bring resolution to sensitive matters
6. Assist in parliamentary training if called upon

## **Qualifications of Benevolence Treasurer**

1. Must be mature Christian with teachable spirit
2. Must be tither at local church
3. Must have adequate computer skills
4. Must be a faithful member of local church and the annual conference
5. Must be able to read, write and prepare needed reports

## **Duties of Benevolence Treasurer**

1. Keep accurate record of all financial transactions
2. Prepare annual financial report to Conference and Bishops
3. Must be able to keep all conference business confidential
4. Write and submit checks when requested by proper authority
5. Safeguard all finances and records under their care

## **Qualifications of Conference Supervisors**

1. Must be a mature Elder
2. Must be able to discern spiritual and non-spiritual matters
3. Must have a pleasant spirit
4. Must be a faithful member of local church and the annual conference
5. Must be willing to devote time to handle conference business when called upon
6. Must be able to keep conference and church business confidential
7. Must be able to communicate effectively both written and verbal

## **Duties of Conference Supervisors**

1. Must be willing to visit assigned churches, complete written reports and submit reports to the Bishops in a timely matter
2. Address matters assigned by the Bishops
3. Make a written report at the annual conference of their actions throughout the year
4. Meet with and or assist other conference supervisors as needed
5. Keep Bishops abreast of important issues occurring in local churches
6. All others as assigned by conference leadership

# **Home Mission Officer Qualifications & Duties**

## **Qualifications of President**

1. Must be mature and spirit filled
2. Must be a faithful member of local church and Annual conference
3. Must have a genuine and devoted passion for the lost and those in need
4. Must have a teachable spirit
5. Must be able to set forth a vision for the Home Mission Convention
6. Must be able to organize and plan activities and or programs to advance the convention
7. Must be able to work with and lead others toward a common goal

## **Duties of President**

1. Plan activities and or programs to accomplish convention goals
2. Clearly communicate in written and verbal form the vision of the convention
3. Provide leadership to all officers of the convention
4. Always seek to assist throughout the conference family when there are major needs
5. Make sure funds distributed are as fair and appropriate as possible without showing favoritism to anyone
6. Utilize the entire officer team as a resource in determining needs within the conference or elsewhere where a need may be

## **Qualifications of Vice President**

1. Must be mature and spirit filled
2. Must be a faithful member of local church and Annual conference
3. Must have a genuine and devoted passion for the lost and those in need
4. Must have a teachable spirit
5. Must be able submit to and support the vision of the president
6. Must be able to set forth a vision for the Home Mission Convention
7. Must be able to organize and plan activities and or programs to advance the convention
8. Must be able to work with and lead others toward a common goal

## **Qualifications of Treasurer/Assistant Treasurer**

1. Should be a spirit filled individual and have a teachable spirit
2. Should be a tither in their local church
3. Must be an active member of their local church and annual conference
4. Must have a good reputation among the conference body
5. Must have typing skills, book keeping and filing skills
6. Must have a working knowledge of computers

## **Duties of Treasurer/Assistant Treasurer**

1. Keep true account of all Home Mission convention funds received and from whom it was received.
2. Make convention deposits in a timely manner
3. Provide financial secretary with record of all monies received
4. Make a written report to the Home Mission Convention
5. Provide all required documentation requested for annual audit
6. Safeguard all financial documents entrusted to their care

## **Qualifications of Secretary/Assistant Secretary**

1. Must be spirit filled and have a teachable spirit
2. Must be faithful to local church and to conference
3. Must be in good spiritual and financial condition with local church
4. Must have the ability to read, write, spell, & proofread documents well
5. Must be able to file and retrieve correspondence accurately and timely
6. Must have good computer skills
7. Must be able to keep Home Mission business confidential

## **Duties of the Secretary/Assistant Secretary**

1. Keep good and accurate records of all Home Mission Convention business
2. Provide conference minutes to president of convention upon request
3. Receive and announce correspondence whenever appropriate
4. Attend meetings upon receiving proper notification
5. Serve as voice of contact between president and convention officers
6. Other duties as assigned by convention president

## **Qualifications of General Missionary**

1. Must be mature and spirit filled
2. Must have a real passion for the lost and the needy
3. Must be faithful member of local church and annual conference
4. Must be

## **Duties of General Missionary**

1. Oversees and provides assistance to field missionaries
2. Serves as a point of contact between the field missionaries and convention president
3. Makes an annual report to the home mission convention
4. Assists any church which may need help in their mission efforts
5. Encourages all churches to maintain an active mission ministry and makes every effort to be of assistance

## **Qualifications of Field Missionary**

1. Must be mature and spirit filled
2. Must have a real passion for the lost and the needy
3. Must be a faithful member of local church and annual conference
4. Must be an active member of their local mission

## **Duties of Field Missionary**

1. Serve as a point of contact between local mission and mission convention
2. Seeks to engage their local church in mission efforts
3. Makes an annual report to the mission convention
4. Supports the work of the mission convention



## **Sunday School Convention Officer Qualifications & Duties**

### **Qualifications for President**

1. Must be mature and spirit filled
2. Must be faithful to their local Sunday School and annual conference
3. Must show an interest in others learning and understanding the word of God
4. Must have demonstrated the ability to lead
5. Must have a teachable spirit

### **Duties for President**

- 1, Provide leadership for the Sunday school cabinet
2. Prepare and share a vision for the Sunday school convention
3. Plan and promote activities to advance the Sunday School Convention
4. Work with local Sunday school superintendents when called upon
5. Promote involvement in local Sunday schools within the conference
6. Focus on ways to create more interest and participation off youth within the local Sunday school
7. Conduct and lead Sunday school session during annual conference

### **Qualifications for Vice President**

1. Must be mature and spirit filled
2. Must be faithful to their local Sunday school and the annual conference
3. Must have demonstrated the ability to follow as well as lead
4. Must have a teachable spirit
5. Must have an interest in others learning and understanding the word of God

### **Duties of Vice President**

1. Assist the president in carrying out the work of the convention
2. Assumes responsibility of the president when necessary
3. All other duties assigned by the Sunday school president
4. Provides assistance to Sunday school superintendents when called upon

## **Qualifications of Secretary/Assistant Secretary**

1. Must be spirit filled and have a teachable spirit
2. Must be faithful to local church and to conference
3. Must have the ability to read, write, spell, & proofread documents well
4. Must be able to file and retrieve correspondence accurately and timely
5. Must have good computer skills

## **Duties of the Secretary/Assistant Secretary**

1. Keep good and accurate records of all Sunday School Convention business
2. Provide conference minutes to president of convention upon request
3. Receive and announce correspondence whenever appropriate
4. Attend meetings upon receiving proper notification
5. Serve as voice of contact between president and convention officers
6. Other duties as assigned by convention president

## **Qualifications of Treasurer/Assistant Treasurer**

1. Should be a spirit filled individual and have a teachable spirit
2. Should be a tither in their local church
3. Must be an active member of their local church and annual conference
4. Must have a good reputation among the conference body
5. Must be able to read, write, spell, file and retrieve correspondence
6. Must have a working knowledge of computers

## **Duties of Treasurer/Assistant Treasurer**

1. Keep true account of all Sunday school convention funds received and from whom it was received.
2. Make convention deposits in a timely manner  
Make a written report to the Sunday school Convention
3. Provide all required documentation requested for annual audit
4. Safeguard all financial documents entrusted to their care
5. All others as assigned by the Sunday school president

## **Qualifications for Field Superintendent**

1. Must be mature and spirit filled
2. Must be active in local Sunday school and conference
3. Must be teachable
4. Must demonstrate a desire to see Sunday schools grow and improve
5. Must have good communication skills

## **Duties of Field Superintendent**

1. Visit local Sunday schools on an annual basis
2. Submit written report of Sunday School progress within the conference
3. Share ideas and or suggestions to local Sunday schools for improvement
4. Report to Sunday president the progress of local Sunday schools

# **Qualifications & Duties of Young People's Christian League (YPCL)**

## **Qualifications of President**

1. Must be spirit filled and have a good reputation within the conference
2. Must demonstrate the ability to lead
3. Must have a teachable spirit
4. Must be active in local YPCL and conference
5. Must have a passion for the youth and their progress
6. Must be dependable and trustworthy
7. Must be mature and capable of giving guidance to other youth

## **Duties of YPCL President**

1. Work with local YPCL in churches when called upon
2. Plan appropriate activities for conference youth
3. Keep conference leadership abreast of youth agenda
4. Report at annual conference during the YPCL session
5. Support the conference vision of the Presiding Prelate
6. Give godly advice to other youth when consulted

## **Qualifications of YPCL Vice President**

1. Must be spirit filled and have a good reputation within the conference
2. Must demonstrate the ability to lead
3. Must have a teachable spirit
4. Must be active in local YPCL and conference
5. Must have a passion for the youth and their progress
6. Must be dependable and trustworthy
7. Must be mature and capable of giving guidance to other youth
8. Must be willing support vision of YPCL President

## **Duties of YPCL Vice President**

1. Work with local YPCL in churches when called upon
2. Plan appropriate activities for conference youth
3. Keep conference leadership abreast of youth agenda
4. Report at annual conference during the YPCL session
5. Support the conference vision of the Presiding Prelate
6. Give godly advice to other youth when consulted
7. All others as assigned by YPCL President

## **Qualifications of YPCL Secretary/Assistant Secretary**

1. Must be spirit filled and have a teachable spirit
2. Must be faithful to local church YPCL and to conference
3. Must have the ability to read, write, spell, & proofread documents well
4. Must be able to file and retrieve correspondence accurately and timely
5. Must have good computer skills
6. Must have good communication skills

## **Duties of the Secretary/Assistant Secretary**

1. Keep good and accurate records of all YPCL business
2. Provide conference minutes to president of convention upon request
3. Receive and announce correspondence whenever appropriate
4. Attend meetings upon receiving proper notification
5. Serve as voice of contact between president and YPCL officers
6. Other duties as assigned by YPCL president

## **Qualifications of YPCL Treasurer/Assistant Treasurer**

1. Should be a spirit filled individual and have a teachable spirit
2. Should understand the importance of tithing
3. Must be an active member of their local church YPCL and annual conference
4. Must have a good reputation among the conference body
5. Must have typing skills, book keeping and filing skills
6. Must have a working knowledge of computers

### **Duties of YPCL Treasurer/Assistant Treasurer**

1. Keep true account of all YPCL funds received and from whom it was received.
2. Make or ensure convention deposits are made in a timely manner
3. Make a written report to the YPCL Convention
4. Provide all required documentation requested for annual audit
5. Safeguard all financial documents entrusted to their care
6. All others as assigned by the YPCL President

### **Qualifications of YPCL Advisors**

1. Must be mature and spirit filled
2. Must have a teachable spirit
3. Must be active in local YPCL ministry
4. Must have patience and desire to work with young people
5. Must be active member of annual conference
6. Must have a good reputation from those within the conference

### **Duties of YPCL Advisors**

1. Provide oversight for YPLC Officers
2. Support by being in attendance of YPCL functions
3. Attend planning sessions when officers meet
4. Provide godly counsel to youth when requested
5. Pray for the YPCL and their cabinet