

Job Description

Executive Director – Eastern Regional Conference

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.

The Executive Director shall, by virtue of office, be a delegate to the General Conference and the chairman of the Conference delegation.

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. Providing training in goal setting and vision casting to local congregations;
 - c. Providing leadership training to pastors, elders, deacons and other leadership positions in local congregations;
 - d. Developing a network of pastors and lay persons who demonstrate good leadership skills to provide training for local congregations;
 - e. Encouraging local churches to emphasize the need to develop and train youth and young adults for leadership positions.
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 Commissions staff persons will regularly meet with 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.

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

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.

The Executive Director will serve as a member of the commissions on Credentialing and Placement and Pastoral Health. He may serve as an ex-officio member of all commissions, committees or task forces of the Administrative Council where not already serving as a member.

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.