**EASTERN REGIONAL CONFERENCE (ERC), CHURCHES OF GOD GENERAL CONFERENCE (CGGC)**

**EXECUTIVE DIRECTOR POSITION QUALIFICATIONS & DESCRIPTION**

**Position Qualifications**

1. The required qualifications for the Executive Director:
2. Has been a Christian for at least seven (7) years.
	1. Possesses biblical knowledge consistent with a life of discipleship and spending regular time in God’s word.
	2. Has an active and vibrant devotional life consisting of prayer and worship.
	3. Is an active member of a local church.
3. Holds a personal theological position that is biblical and compatible with the We Believe statement of the CGGC and the practices of the ERC.
	1. Has taken or will take CGGC History and Polity.
	2. Understands our presbyterial form of government and will work within it.
	3. Is or will become a member of an Eastern Regional Church of God.
4. Demonstrates personal integrity and good moral character, and evidences a life transformed by the

gospel.

1. Demonstrates the qualities of an overseer as outlined in 1 Tim 3:1-7 and Titus 1:6-9.
2. Evidences an understanding of the fear of the Lord and knowledge of God in deliberations and decisions (Prov 2:5).
3. Exemplifies the fruit of the Spirit (Gal 5:22-23).
4. Has a teachable spirit.
5. Is able to be transparent, values accountability, and being surrounded by a network of co-laborers.
6. Has a mature self-understanding and can clearly articulate their calling.
7. Has demonstrated leadership and relational skills necessary to the responsibilities outlined below.
8. Is a strong communicator, able to speak with compassion and willing to listen to and receive criticism/advice (Col 4:6; James 1:19).
9. Has a heart for the unity and community of God’s Church (Eph 2:13-14; 4:13).
10. Will champion the current mission and vision of the ERC and CGGC (Matt 28:18-20).
11. Has a vision for God’s kingdom over and above the culture of the day (Mark 1:14-15).
12. Demonstrates the humility commensurate with a servant of God (Eph 6:6; Phil 2:3-5).
13. Is able to act firmly and decisively and also with kindness, bringing along others and equipping them for the ministry (Eph 4:12).
14. Has experience with, or an understanding of, various types of ministry including but not limited to: full-time, bi-vocational, parachurch, creative expressions, co-vocational.
15. Is a team player, able to lead and empower the staff, commissions, congregations, and conference.
16. Understands finances and has an ability to work with budgets.
17. Has taken conflict resolution training or is willing to pursue such training.
18. The preferred qualifications of the Executive Director:
19. Has been a faithful, ordained pastor in the Churches of God, General Conference for at least 5 years.
20. Holds a degree from a recognized theological seminary.

**Position Description**

1. The executive director shall, by virtue of their office, be a delegate to the General Conference and the chairperson of the ERC Conference delegation.
2. The responsibilities of the executive director shall include, but not be limited to:
3. Overseeing leadership development in the Conference by:
	1. Modeling an effective, scriptural, and exemplary personal leadership style.
	2. Promoting and seeking training that is need specific for Conference staff and local pastors.
	3. Conducting annual evaluations of each Conference staff member.
	4. Assisting in the identification of individuals from local congregations who have the desire and necessary skills to serve the Conference on the administrative council, commissions, and staff members.
4. Giving vision and direction to the Conference by:
	1. Spending time regularly seeking God’s will through Bible study and prayer.
	2. Exhibiting an understanding of, and the ability to implement, the Conference’s mission statement, strategic plan and goals, and the mandate to “Discover, Develop, and Deploy Disciples as Jesus commanded.”
	3. Communicating & promoting the Conference’s direction and goals to local congregations and ministry leaders to bring greater unity.
	4. Leading the Ad Council and relevant conference leaders in periodic review of the mission statement, strategic plan and goals, and the mandate to “Discover, Develop, and Deploy Disciples as Jesus commanded.”
	5. Keeping abreast of research in vision casting to better reach a changing world.
5. Daily directing the Conference staff by:
	1. Overseeing the ongoing administrative responsibilities of the Conference.
	2. Working with the Administrative Council in the search for, hiring of, evaluation of, discipline of, and termination of Conference staff.
	3. Developing the Conference staff into a leadership team.
	4. Providing pastoral support for the Conference staff.
	5. Determining which Conference staff persons will regularly meet with Commissions.
6. Acting as spokesperson and representative of the Conference by:
	1. Serving as an officer of the Conference with authority to act in polity, financial, legal, and disciplinary matters.
	2. Serving as signatory on behalf of the Conference for all legal documents, including but not limited to deeds, mortgages, and bonds.
	3. Serving as a representative of the Conference to the larger church community.
	4. Serving as a spokesperson for the Conference to the larger church community and the community-at-large.
7. The executive director shall have authority to speak on behalf of the Conference, the Administrative Council, commissions and committees thereof on matters of record.
8. 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. They shall provide, sign, and seal all certificates of ordination, license, and annual identification cards for pastors.
9. The executive director 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.
	1. The executive director will serve as a voting member of the ERC Administrative Council.
	2. The executive director will serve as a voting member of the Commission on Credentialing and Placement on the Credentialing Task Force.
	3. The executive director will serve as a voting member of the Nominating Committee.
	4. The executive director will serve as a voting member of the Standing Committee
10. The executive director will have a semiannual evaluation with a committee appointed by the Ad Council.