

Job Descriptions for Offices Held in the CNH District

Regional Vice Presidents

Bylaws: The Regional Vice Presidents shall:

- a. Be ministers of Religion – Ordained and be on the Roster of the District.
- b. Upon the request of the President, or as directed by the Board of Directors or by the District Convention, advise, assist, or represent the President.
- c. Attend all regular and special meetings of the Board of Directors.

DP's Comments: Regional Vice Presidents (RVP) fulfill a dual role of serving as a member of the District Board of Directors with quarterly responsibilities as a governing board regarding the work of the District, which has generative responsibilities regarding the desired outcomes of our work together as a District. They also are representative of their region in this capacity. Their second role is one of supervision at the request of the District President, and at those times, serving as his representative in that particular region. They may bolster and supplement the role of the Circuit Visitor (CV) and serve as the president's agent, as directed, in matters of ecclesiastical supervision. Regional Vice Presidents may serve on sub-committees at the direction of the 1st Vice President (chair of the board) or the District President, according to their availability and capacity.

Finally, they may be consulted as an advisory praesidium for the President in matters of district supervision and ministry.

(Note Regional Vice Presidents, who have been nominated, will be voted into office at the Regional Caucus at the Convention. Nominations from the floor are permissible.)

Regional Lay Directors

Bylaws: The Regional Directors shall:

- a. Be lay persons.
- b. Be members of District congregations.
- c. Be elected regionally, by caucus, at the regular Convention, for no more than two consecutive terms.
- d. Attend all regular and special meetings of the Board of Directors.
- e. Attend at least one meeting of each Circuit Forum in his/her region each year (Circuit Forums are often held only once in a triennium in many of our circuits): to provide reports summarizing his/her activities and those of the Board of Directors; to report his/her perceptions of the progress of District programs; and to receive counsel from the Circuit Forum.

DP's Comments: Regional Lay Directors will make special efforts to communicate and become familiar with lay leaders in their region. While visiting Pastors' Circuit Gatherings may be helpful, visiting regional gatherings or special events where lay leaders might be listened to and engaged is of special value. Regional Lay Directors may be utilized by the District President as representatives to congregations alongside CV or RVP's in a role of bridging to the congregations as requested and able. Regional Directors may also serve on sub-committees at the direction of the 1st Vice President (chair of the board) or the District President, according to their availability and capacity.

Director-Commissioned Minister

The Director-Commissioned Minister shall:

- a. Be a minister of Religion – Commissioned and be on the roster of the District.
- b. Be elected at the regular Convention.
- c. Attend all regular and special meetings of the Board of Directors.
- d. Attend at least one District Educators Conference each year: to provide reports summarizing his/her activities and those of the Board of Directors; to report his/her perceptions of the progress of District programs; and to receive counsel from the Educator’s Conference.

DP’s Comments: The Commissioned Minister should work closely with the DP’s Executive Assistant in Education, providing perception, counsel, and evaluation to the effective interplay between Educational ministries within the District and appropriate representation of commissioned ministers in our District initiatives. The Director – Commissioned Ministers may serve on sub-committees at the direction of the 1st Vice President (chair of the board) or the District President, according to their availability and capacity.

The District Secretary

Bylaws: The District Secretary shall:

- a. Be a minister of Religion – Ordained and be on the roster of the District.
- b. Perform all customary duties required and expected of a Corporate Secretary.
- c. Attend all regular and special meetings of the Board of Directors, record all proceedings, and within fourteen days publish minutes of the proceedings to all members of the Board of Directors, all District Officers, all Committee Chairs, all Parish Pastors, and all Congregational Presidents of the District.
- d. Arrange for the preparation and publication of *The Convention Workbook* and for its distribution to all professional workers and congregations on the District roster and all designated delegates at least 30 days before the opening of the District Convention.
- e. Attend the District Convention and record all of its proceedings (assistants being appointed by the President as necessary) and by July 1, following the District Convention, publish the *Proceedings of the District Convention* and arrange for its distribution to all professional workers and congregations on the District roster, and all designated delegates.
- f. In consultation with the District’s Committee on Constitutional Matters, publish revisions of the District Bylaws as needed and arrange for their distribution to all professional workers and congregations on the District roster.
- g. Perform such other duties as the president or the Board of Directors may assign.

DP’s Comments: This is a good description of one of the most important roles on our Board of Directors. The Secretary must be a man of wisdom and restraint, functioning in such a way as to add appropriate counsel via the historic minutes. His thoughtful consultation is invaluable for the functioning of the Board and facilitation of the President and Board officers in their work.

District Treasurer

Bylaws: The Treasurer shall:

- a. Be a lay person.
- b. Be a member of a District congregation.
- c. Administer the office in accordance with the rules and regulations adopted by the District Board of Directors.
- d. Ensure that the District President keeps an accurate account of and disburses District funds according to instructions of the Board of Directors.
- e. Attend all regular and special meetings of the Board of Directors to monitor the financial health of the District and to provide counsel to the Board of Directors.

DP's Counsel: Our District has a very capable business office and staff and so the day-to-day financial functioning of the District is not part of the District Treasurer's job description. However, the District Treasurer must be financially and operationally astute. She/He functions as the regular monthly/quarterly auditor of the financial staff's work, assuring that matters have been handled appropriately and legally. The treasurer must also be familiar enough with the District's financial positions and status to serve as an accurate and helpful communicator to the Board regarding the District's fiscal state of affairs. The District Treasurer may also serve on an appointed finance committee and other functions according to the direction of the Chair of the Board of Directors.

Nominating Committee - District

- a. The Chair of this Committee may attend any regular meeting of the Board of Directors and shall attend any special meeting of the Board of Directors, or when required by the District President or the Board of Directors.
- b. This Committee shall:
 - i. Be elected as part of each Convention's elections process, as prescribed in the Synod Handbook.
 - ii. Consist of one Minister of Religion - Ordained, one Minister of Religion - Commissioned, and two lay persons.
 - iii. Nominate at least two candidates for each of the following elective offices: Regional Directors, Director-Commissioned Minister, Secretary, Treasurer, and the (next Convention) Nominating Committee (see above).
 - iv. Obtain the prior consent of nominees and publish brief biographical sketches in the *Convention Workbook*.

DP's Comments: This group has a very specialized task during the triennium but their ability and willingness to network positively and persistently with ALL our different congregations is key to providing the best possible slate of candidates.

Nominating Committee – Synod (*One individual every other triennium*)

Committee for Convention Nominations

The members of the Committee for Convention Nominations (CCN) of the Synod are elected by district conventions according to Bylaw 3.12.3.1 (Synod *Handbook*, p. 189-190). Districts elect one (1) member of the committee and one (1) *alternate* through regular election procedures. This member must be either a professional church worker (PCW) or a layperson (L). Limitations on holding multiple offices in the Synod do not apply (Bylaw 3.12.3).

Meeting Requirements: Persons elected to this committee must be prepared to serve at the call of the Secretary of the Synod at least six (6) months prior to the next Synod convention and to participate in one or more meetings, as needed, in St. Louis in the months immediately following.

Responsibilities: The CCN will be responsible for selecting two (2) or more candidates and at least one alternate for all elective offices, boards, and commissions to be filled by the convention except President, First Vice-President, and regional vice-presidents. The committee will base its decisions upon review of biographical and evaluative information regarding candidates whose names were submitted by persons from throughout the Synod. Members of the committee should be able to work closely with other committee members for the common good of the Synod and be willing to set aside personal interests as appropriate in order to place into nomination those candidates most qualified to carry out the responsibilities of the offices being filled.

Members of the Committee for Convention Nominations (CCN) may also be asked to serve at the time of the convention to process nominations from the floor.

Spiritual and Christian Qualities for all those serving in the District Elected Offices:

I would suggest two places we might look in Scripture for those who would serve in these various offices, largely because we look for a high level of Christian maturity and functioning within these offices.

Titus 1: 5b – 9: “...appoint elders in every town as I directed you—⁶ if anyone is above reproach, the husband of one wife, and his children are believers and not open to the charge of debauchery or insubordination. ⁷ For an overseer, as God's steward, must be above reproach. He must not be arrogant or quick-tempered or a drunkard or violent or greedy for gain, ⁸ but hospitable, a lover of good, self-controlled, upright, holy, and disciplined. ⁹ He must hold firm to the trustworthy word as taught, so that he may be able to give instruction in sound doctrine and also to rebuke those who contradict it.”

Acts 6:3: The appointing of the diaconate: “Therefore, brothers, pick out from among you seven men of good repute, full of the Spirit and of wisdom, whom we will appoint to this duty.”

These qualities are important and necessary in positions of leadership. I believe we should not just stop with those who are willing. Above are some standards that we might hold up biblically for those who would serve in leadership positions.

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