

## **PART I**

### **EMPLOYMENT POLICIES AND PROVISIONS**

#### **I. EMPLOYMENT/ASSIGNMENT POLICIES**

##### **A. Right to Employ/Assign**

1. The right to employ shall in all cases rest with the Administrative Council upon Budget approval by Conference in Session.
2. Where the person is an ordained pastor, assignment to serve in this position will be effected upon recommendation of a Search Committee and the Pastoral Guidance Commission to the Administrative Council.
3. If a lay person, the person shall be an employee of the Administrative Council elected by them on recommendation of the Search Committee to the Administrative Council.
4. In either case, letters of intent, appropriate application, resumes and recommendations shall be a normal part of the selection process; open to any qualified person, who shall at the discretion of the Search Committee be interviewed carefully and recommended to the Administrative Council for appropriate action.
5. Annual evaluations of performance shall be conducted by the Allegheny Region Conference Officers and reported to the Administrative Council no later than the March meeting of any calendar year.
6. The Regional Director's spouse and the Associate Minister's spouse shall not serve as Administrative Assistant, Administrative Council member, or a Commission member.

##### **B. Support Package/Benefits**

1. A starting salary shall be arrived at reflecting the person's skills and experience. Minimum base salary for the Regional Director shall be determined by pastoral guidelines and calculated on the average of the five (5) top attended churches. The minimum base salary of the Associate Minister shall be 75% of the Regional Director's salary. Consideration will be given to the Conference's financial resources and realistic costs for living.
2. Social Security contributions will be paid as stipulated by law for a "lay employee" serving in this capacity. Social Security supplement for a minister employee shall be made according to guidelines recommended for conference pastors.
3. Provisions shall be made for health insurance for the Regional Director and Associate Minister as following the Pastoral Guidance recommendations for pastors. Workmen's Compensation, Group Life Insurance, and General Conference Pension will also be provided.
4. Pension fund contributions will be made on a regular basis, to the General Conference Pension Fund at the rate of 12% annually, calculated as prescribed by the plan in regards to base salary and housing.
5. Housing, utilities and etc. will be supplied in keeping with the approved housing requirements for all pastors of the Conference, at a location determined by the Conference.

##### **C. Travel Provisions**

1. An automobile or mileage (reimbursable expenses) and related costs, shall be provided for purposes of Conference business and fulfillment of the Office Staff's responsibilities. The mileage rate shall be equal to the current IRS Standard Mileage Rate and paid out of the Office Travel Expense Fund.
2. Provision for a Conference owned auto shall be determined by the Administrative Council and all related costs funded through the Office Budget.

3. A provided automobile is solely for Conference related work by the Office Staff. They shall keep a log stating date, destination, purpose, start mileage and end mileage for each use. If it is ever used for personal use the Conference shall be paid a mileage rate equal to the IRS Standard Mileage Rate in effect at that time.

D. Travel Expenses and Honorariums

1. Travel expenses incurred for a commission or agency shall be reimbursed by that commission or agency. However, churches are not obligated to pay for services performed relevant to the work of the Regional Director and Associate Minister but may make a contribution toward all or part of travel expenses and/or honorariums.
2. Reimbursed travel, meal expenses and honorariums resulting from services relevant to the work of the Regional Director and Associate Minister shall be credited to the Travel Expense Fund for the Office. Personal mileage, tolls, etc. shall be paid out of this fund. Receipts must be provided.
3. Honoraria for weddings, funerals, revival services and the like shall go to the person performing the service. All other honoraria shall go to Travel Expense Fund for the Office.

E. Vacation time, in keeping with the approved schedule for pastors of the Conference, will be allowed. No vacation time may be taken until after 6 months of employment and shall always be cleared with the Administrative Council.

F. Continuing Education opportunities, including but not limited to Impact, will be provided on approval of the Administrative Council and to the extent possible will be funded through the office budget or may be funded by a Commission given its relationship to their area of responsibility. Such opportunities shall be related and supportive of the stated purpose of this position.

G. Moving expenses will be provided as per the approved Conference policy for pastors.

## II. OFFICE OPERATIONS

A. Office Space/Equipment

1. To affect good service to the Conference an office with appropriate space for the staff will be provided.
2. Equipment necessary to fulfilling normal office functions will be provided on approval of the Administrative Council. Any specialty equipment necessary to implement Commission/Conference programs will be provided via three alternate funding sources--commissions, individuals, organizations.
3. Expenses relative to supplying customary equipment will be provided for through an approved office budget.

B. Office Budget

1. The Regional Director will annually prepare a budget to cover all office operations for submission to the Administrative Council who shall review it and recommend it, along with the Support Package/Benefits that apply to the Regional Director and Associate Minister, to the Conference in Session for approval.

C. Office Schedule

1. Office hours shall be established by the Regional Director.
2. The Allegheny Region Conference Office will be closed on the following holidays: New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving, and December 24<sup>th</sup> & 25<sup>th</sup>.

D. Secretarial Services

1. Such services will be provided on a time frame approved by the Regional Director and/or Administrative Council.
2. Secretarial services shall include but not be limited to publication/distribution of the Conference newsletter,

Insurance program premiums, records, preparation/distribution of minutes, letters, publicity materials and such other appropriate responsibilities as may be determined by the Administrative Council, the Regional Director and/or Associate Minister in the fulfillment of their responsibilities.

3. Reservations and billings for Church Camp facilities shall be handled through this office by the Administrative Assistant.
4. The responsibilities normally handled by a Conference Financial-Statistical Clerk shall be handled through this office by the Administrative Assistant.
5. Funding for these services will be done through the office budget and shall include salary and employee taxes as required.
6. The Administrative Assistant shall be entitled to 2 weeks paid vacation after the first year of employment and 3 weeks paid vacation after 10 years of employment. This is in addition to the following paid holidays: New Year's Day, Good Friday, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving, and December 24<sup>th</sup> and 25<sup>th</sup>.
7. The Regional Director and Associate Minister shall serve as the Search Committee when there is a vacancy of Administrative Assistant.

E. Record Maintenance

1. Records relative to churches, pastors and the Conference shall be properly stored in the office to make possible the best access for authorized persons.
2. The Regional Director shall from time to time make recommendations on discarding or permanently recording such documents or information that will have historical value or significance to the Conference.
3. All records shall be maintained in a neat, orderly and clearly readable fashion.

### **III. PROCEDURES LEADING TO EMPLOYMENT/ASSIGNMENT**

- A. The Administrative Council shall appoint a Search Committee consisting of the President, who shall serve as Chairperson, the Vice President and three (3) additional people who may or may not be Administrative Council members. If an Administrative Council member's term expires while serving on the Search Committee, their continued service on the Search Committee will be at the discretion of the Administrative Council. Any Search Committee member who applies for a position must resign from the Search Committee.
- B. Qualified persons (as stipulated in the Position Description) may at the time of vacancy, apply for consideration by the Search Committee, via a letter of intent, requesting an application and filing of the same in company with a resume.
- C. The Search Committee will determine what applicants are to be interviewed and arriving at its final selection(s), recommend the same to the Administrative Council with favorable or unfavorable recommendation for the position.
- D. The recommendation shall include, but not be limited to, support package and benefits, effective beginning date, office location and place of residency.

### **IV. PROCEDURES LEADING TO TERMINATION/RESIGNATION**

- A. When the employment, after having been carefully evaluated, develops a recommendation for termination, action shall be taken on such recommendation with an 80% favorable vote by the Allegheny Region Conference Administrative Council.
- B. Where a resignation is tendered the effective date shall be mutually agreed upon by the Allegheny Region Administrative Council and the staff person so as to effect the best possible transition and continuance of all office functions.

## PART II

### REGIONAL DIRECTOR POSITION DESCRIPTION

The provision for the position of Regional Director is founded in the Allegheny Region Constitution. The guidelines to carry out the functions of this position are set forth in this document.

#### I. TO UPHOLD THE ARC PURPOSE & MISSION STATEMENT, WHICH IS:

To be a team doing what none of us can do alone to advance the work of Jesus Christ by:

- \* calling pastors and laity to be obedient to God and accountable to the word of God and the Churches of God.
- \* encouraging congregations to make more and better disciples.
- \* providing opportunities for leadership training and ministry.
- \* establishing new congregations.
- \* obtaining vision and being able to express that vision within the Allegheny Region Conference.

#### II. QUALIFICATIONS FOR THE POSITION

- A. Shall demonstrate & represent sound Biblical conviction and loving concern for persons, with a willingness to be fair-minded and honest in all deliberations and decisions. If this individual is a lay person he/she shall be actively involved in a C.G.G.C. church. If this individual is a minister he/she shall have credentials or soon receive credentials in the Allegheny Region Churches of God, General Conference.
- B. Shall have a track record in effective leadership, administrative abilities, coordinating skills, and in training of persons for effective service. Having spiritual gifts in areas that bring order, and organization. Such as helps, writing, administration, leadership, teaching, and exhortation/encouragement.
- C. Must have at least a Bachelor's Degree and/or a proven track record of growth and leadership.
- D. Shall demonstrate and represent personality qualities that make for good interpersonal relationships.
- E. Shall demonstrate and represent personal integrity: moral, ethical and financial; an individual given to strong personal disciplines for spiritual growth.
- F. Shall demonstrate & represent organizational skills, time management, given to neatness and to good taste in matters of appearance and conduct.
- G. Must be familiar with and/or willing to familiarize themselves with the Allegheny Region Conference and General Conference of the Churches of God.
- H. Must be in agreement with the doctrine of the Churches of God General Conference as stated in "We Believe".

#### III. RELATIONSHIPS & DUTIES

- A. To the Conference:
  - 1. Shall be a delegate-at-large to the annual Conference Sessions and not a delegate from one congregation.
  - 2. Shall be a delegate (ministerial delegate or adult lay delegate depending on their status) to the General Conference Sessions, representing the Allegheny Region Conference.
  - 3. Shall have their involvement in General Conference and/or interdenominational agencies approved by the Allegheny Region Conference Officers.
  - 4. Shall provide resources and coordinate Conference ministries through commissions, committees and agencies of the Conference. Date of meetings and events shall be cleared with a master calendar kept in the Office.

5. Shall serve commissions/committees of the Conference as their agent in communicating their concerns where requested to do so, in relation to the local churches.
6. Shall serve as a coach as opportunities arise.
7. Shall have in readiness for the Conference Sessions, commission/committee reports, etc. for the distribution to the delegates.
8. Shall carry out such directives as may be established by the Conference in Session for this office and shall report annually.
9. Shall, as directed, serve to represent the Conference in interdenominational and fraternal opportunities and events.
10. As referenced by the Allegheny Region Conference standards for pastors, the Regional Director shall be entitled to vacation each year according to the cumulative years of pastoral or church related service.
11. If an ordained pastor shall serve under assignment in the Allegheny Region Conference; and if a lay person, shall be an employee of the Allegheny Region Conference.

B. To the Administrative Council

1. The Administrative Council shall be responsible for directing the regular functions of this position.
2. The Regional Director shall recommend a budget necessary to the total operations of the Allegheny Region to be approved by the Administrative Council.
3. Shall report on a monthly basis to the Administrative Council of work completed, work in progress, future plans, concerns, etc. and provide a financial report of the Office Account.
4. Shall serve in an advisory status to the Administrative Council, as a non-voting member.
5. Shall work with the Administrative Council on the creation and development of new ministries.

C. To the local church

1. In relationship to any local church the Regional Director will be an advisor and/or resource person, providing insight, fairness, and impartial counsel; assisting in training experiences to sharpen the churches perception of ministry and to enable that to occur in close cooperation with the pastor and local leadership.
2. It is important for the Regional Director and his/her family to fellowship within a local Allegheny Region Conference congregation. Therefore, they are encouraged to establish a local "home church" for family worship. They are encouraged to worship in their "home church" approximately ½ of the Sundays throughout the year, when not visiting other Allegheny Region churches. The scheduling of Sundays to be home is at Regional Directors discretion.
3. It is important that the Regional Director be involved in the life of all Allegheny Region Conference congregations by visiting such activities as: Sunday Morning Worship, Sunday Evening Worship, Mid-week Bible studies, Anniversaries, Congregational meetings, Council meetings, Elders meetings, etc.
4. Cannot hold office in any local congregation. However, this does not prohibit other members of his or her family from doing so.
5. Shall initiate and maintain meaningful relationships with the local Allegheny Region Conference churches and pastors, utilizing the most effective means possible.
6. The Regional Director may schedule a meeting with: a. Local church or churches, b. Any local church group, c. Any local church pastor or leadership. The purpose being to share concerns, information and/or inspiration.

7. The local church or churches, or any group within the local church, is encouraged to invite the Regional Director for the purpose of sharing concerns, information and/or preaching and teaching.

D. To Denominational Agencies

1. The Regional Director may indicate opportunities for cooperative ministry and refer the same to the Administrative Council.
2. In accordance to General Conference policy the Regional Director shall be a member of the General Conference Administrative Council and shall attend and participate in all pertinent meetings. Furthermore, he/she can serve on any subcommittee or agency as requested at his/her discretion.

E. To Conference Pastors

1. Shall provide opportunities for Administrative guidance/education to all Conference pastors and spouses.
2. Shall serve as a pastor to pastors to the Allegheny Region pastors.

F. To Commissions, Committees, and Agencies

1. Shall serve as an advisor to the Commissions of Pastoral Guidance, Ministerial Training, and Church and Ministry Development. Shall receive notice of all meetings, attend meetings as an advisory member, and receive all minutes of the same.
2. Shall serve as a liaison between all committees and agencies of the Conference as the Administrative Council sees need. Working with the Audit, Constitution, Nominating, Conference Program Committees as well as the Camp Board and the Grove Manor Board. Can be assigned by the Administrative Council.
3. Shall oversee all office staff.
4. Shall, in cooperation with applicable Commissions, Committees and agencies, submit program ideas based upon the total need and mission of the Conference.
5. Shall be available to advise jointly and/or in the absence of the Region's Associate Minister, those committees, commissions and agencies duly assigned to the Associate Minister.