

# Job Descriptions

Board of Directors, Ministries, and Committees



General Assembly of the  
Church of God in Michigan  
[micog.org](http://micog.org)

## Vice Chair of the General Assembly

### Purpose:

Assist the chair and respond as needed to the leadership needs of the General Assembly and Board of Directors.

### Responsibilities:

1. Vice-chair of the General Assembly.  
Serves when chair is not able to serve.
2. Vice-chair of the Board of Directors.
3. Member of the Executive Committee.
4. Chair of the Program Committee.

### Meeting requirements:

- Usually meets three times each year with the Board of Directors for an overnight meeting in Lansing.
- Two days each year for the annual General Assembly meeting.
- Meets as needed with the Executive Committee.
- Meets once or twice a year with the Program Committee.

Term: one year.

Expenses: travel and meals reimbursed.

### Gifts desired:

administration, faith, leadership

### Comments/other assignments as result of Membership:

Becomes the Chair of the Assembly and Board of Directors after one year.

## Secretary of the Assembly

### Purpose:

To keep an orderly record of the proceedings of the General Assembly and the Board of Directors.

### Responsibilities:

1. Recording secretary of the General Assembly.
2. Recording secretary of the Board of Directors.
3. Member of the Executive Committee.

### Meeting requirements:

The Board of Directors usually meets three times each year in Lansing for an overnight meeting. The General Assembly meets two days annually in Lansing. The Executive Committee meets only by mutual agreement.

Term: three years (maximum of two terms).

Expenses: travel and meals reimbursed.

### Gifts desired:

administration, faith, leadership

## Member of the Board of Directors

### Purpose:

The purpose of the Board of Directors is "to promote, coordinate, and unify all the programs, plans, and finances of the ministries of the assembly, and serve as the budget committee for the Assembly."

### Responsibilities:

Oversee the work of all the staff employees, programs, and finances of the General Assembly.

### Meeting requirements:

Attend three overnight Board of Directors' meetings in Lansing.

Attendance at the General Assembly is requested but not mandatory.

Term: three years (maximum of two terms).

Expenses: travel and meals reimbursed.

### Gifts desired:

administration, faith, leadership



## Credentials Ministry

### Purpose:

1. The Ministry is responsible for the study and work required in the registration and ordination of ministers of the Church of God in Michigan.
2. The Ministry is to be responsive to those who aspire to be ordained ministers.

### Responsibilities:

1. Offer counseling services to Michigan churches seeking pastors and to pastors seeking placement.
2. Approve the listing of congregations of the Church of God for the annual yearbook of the Church of God.
3. To be responsive to problems and crises in the lives of ministers and churches in Michigan.
4. Responsible for withdrawing or terminating recognition of registered or ordained ministers at the request of the minister or for causes defined by the current Credentials Manual.
5. The vetting, training, and approval of those seeking credentials through the Church of God.

### Meeting requirements:

Meets up to nine times per year usually in Lansing.

Term: three year terms (maximum of two terms).

Expenses: travel, meals and lodging reimbursed and provided when needed.

Gifts desired: discernment and wisdom

### Comments/other assignments as result of Membership:

Members are asked to participate in Ordination Services as representatives of the ministry when such services are in their area of the state. Travel expenses reimbursed.

## Pastoral Health Ministry

### Purpose:

To undergird pastoral ministry leadership by providing support for the personal needs of pastors and their families, by providing conflict management strategies, and by sponsoring leadership development opportunities.

### Responsibilities:

1. To assist the pastor in his/her personal life — family, finance, and emotional, physical, and spiritual health.
2. Oversee endowment investments and distributions.
3. Plan and sponsor leadership events like Pastors' Institute.
4. Oversee Ministry to Ministers and S.H.A.P.E.

### Meeting Requirements:

Usually three one day meetings each year.

Additional service to pastors and congregations on occasion.

Term: three year terms (maximum of two consecutive terms).

Expenses: travel and meals reimbursed except for the General Assembly meeting.

### Gifts desired:

discernment, encouragement, helps ministry, wisdom

Comments/other assignments as result of membership:

Chair meets with the Board of Directors three times each year.

## Youth Ministry

### Purpose:

To demonstrate the corporate interest of the church for the young people of the Church of God in Michigan. The ministry seeks to challenge, enlist, and train young people for their christian witness in the world. This ministry will establish modes of service and activity in keeping with the innovative and creative spirit of young people. It will provide leadership in planning, programming and coordinating youth activities at the state, area and local levels.

### Responsibilities:

The areas of concern for this Ministry will be leadership training, developing resources, youth camping, conventions, young adult programing, as well as other areas that address the needs of our youth.

### Meeting Requirements:

1. At least three meetings shall be held each year.
2. Chair may call special meetings.

Term: three-year terms (maximum of two terms).

Expenses: travel and meals reimbursed.

### Gifts desired:

administration, discernment, leadership

## Audit Committee

### Purpose:

Work with auditor, bookkeeper, and state pastor to maintain financial practices and credibility for the General Assembly.

### Responsibilities:

1. Review regularly budget/expense reports.
2. Set proper accounting policies for the Assembly.
3. Approve and act on recommendations of annual audit review.

### Meeting Requirements:

1. Monthly finance reports emailed to members.
2. Annual meeting with Assembly auditor.

Term: three years (maximum of two terms).

Expenses: travel and meals reimbursed.

### Gifts desired:

administration, giving/generosity, service

\* Some accounting and/or bookkeeping knowledge is desirable.



## Business Committee

### Purpose:

Review all matters of business presented to the Assembly and initiate the presentation of all business necessary to the Assembly. Prepare a ballot for officers, members of any board, ministry, or committee of the Assembly.

### Responsibilities:

1. Develop an annual ballot.
2. Review and present business to the General Assembly from the Board of Directors and from members of the General Assembly.
3. Review and evaluate bylaws, organizational procedures, and election process.
4. Appoint tellers at the General Assembly and post ballot results.

### Meeting Requirements:

Average of two meetings per year at the Service Center in Lansing in addition to the General Assembly.

Term: three years (maximum of two terms).

Expenses: travel and meals reimbursed.

### Gifts desired:

administration, discernment, wisdom

## Personnel Committee

### Purpose:

Review staff effectiveness and mediate staff disputes that cannot be resolved internally. Recommend to the Board of Directors staff salaries and benefits.

### Responsibilities:

1. Do a yearly review of professional staff.
2. Yearly review the office staff with State Pastor.
3. Recommend to the Board of Directors salary and benefits for all employees.

### Meeting Requirements:

1. One meeting annually to review staff and set wages.
2. Special meetings if needed to mediate employee disputes.

Term: three-year terms (maximum of two terms).

Expenses: travel and meals reimbursed.

### Gifts desired:

administration, encouragement, leadership, wisdom

## Program Committee

### Purpose:

Assume responsibility for arranging/scheduling/planning the program of the Assembly for mutual counsel, advice and edification of christian leadership.

### Responsibilities:

1. Plan order of the program of the annual General Assembly.
2. Contact, schedule, speaker(s)/resource people two years in advance.
3. Present special speaker(s)/resource people to the Assembly.
4. Promotion/publicity of the Annual meeting and its program.

### Meeting Requirements:

Usually two per year at the Service Center in Lansing to:

1. Evaluate prior year's program.
2. Plan order of current year's program.
3. Recruit/schedule presenters/worship leaders participants in the assembly.
4. Assign inter-committee responsibilities.

Term: three-year terms (maximum of two terms).

Ex-officio members serve for the duration of their office.

Expenses: travel and meals reimbursed.

Gifts desired:

administration, ministry, wisdom

Comments/other assignments as result of membership:

Vice-chair of Assembly reports to Board of Directors.