

JOB DESCRIPTION
CONFERENCE EXECUTIVE COMMITTEE

JOB SUMMARY

It is the ministry of the New York Conference Executive Committee to nurture a vision of faithfulness to God's will for members of New York Conference churches, to give leadership to spiritual growth, and to ensure progress in the mission of the conference. The Executive Committee will form policies and oversee the management of all phases of ministry in the conference on behalf of the constituents between regular constituency sessions. The Executive Committee should seek God's guidance as they give counsel to the work of the Conference.

MEMBERSHIP

Members are chosen at regularly scheduled quadrennial constituency meetings according to constitutional provisions.

All Conference departmental staff are invitees as are individuals representing the New York Conference on the Executive Committee at the Atlantic Union.

A young adult representative shall be chosen as an invitee to the Executive Committee.

RESPONSIBILITIES

1. Model spiritual growth and unity while fulfilling responsibilities with dependence on the leading of the Holy Spirit.

2. Participate in the formation of a shared vision for the ministry of the Conference.
3. Participate in identifying, approving, and evaluating key result areas in short-range and long-range planning.
4. Uphold the Constitution of New York conference.
5. Review and monitor progress in the conference in the following areas:
 - a. Spiritual nurture
 - b. Evangelistic outreach
 - c. Finances
 - d. Christian education
6. Determine the policies under which the conference operates.

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7. Evaluate and approve the annual budget.
8. Review and approve the annual audit.
9. Approve all capital expenditures above \$7,500.
10. Grant credentials to all conference employees; withdraw credentials, when needed.
11. Hire and dismiss pastors, Bible workers, Conference departmental directors and associates.

12. Fill for the current term, and in harmony with the Constitution, any vacancies that may occur by death, resignation, or otherwise, in its board, committees, departments, or in offices which have been filled by Conference election.
- 13 .Discuss Lay Advisory Council recommendations and act on them when appropriate.
14. Approve church building plans.
15. Approve special appropriations not included in budget to academies, schools, and/or churches.
16. Hold churches accountable for upholding the policies and teachings of the church.
17. Approve appropriation and/or investment of Conference funds, including those transferred from the New York Conference Association.
- 18.Approve Conference insurance policies.
- 19.Hold churches accountable for New York Advance.
20. Hold churches accountable for church growth.
21. Approve the forming and disbanding of companies and churches.
22. Serve as the church board for the conference Church.
23. Recommend, to the Atlantic Union Conference, the names of workers for ordination.
24. Establish sub-committees to facilitate tasks as deemed appropriate.

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ACCOUNTABILITY

Is accountable to the Constituency of the New York Conference who elects them and, secondarily, to the Atlantic Union Conference.

AUTHORITY

The Conference Executive Committee has full power to act on behalf of the Constituency in all matters, except in changing the Constitution.

MEETINGS

1. The Chair of the Executive Committee may schedule regular meetings.
2. Special meetings of the Executive Committee may be called at any time by the President or, in his absence or disability, by the Secretary, in counsel with the Union Conference President.
3. A quorum to do business shall consist of a majority of the Executive Committee, i.e., 10 members.

SUPPORT AND RESOURCES

1. Constitution of the New York Conference
2. Conference Administration
3. Annual Retreat
4. Films and seminars on group process
5. NAD Working Policy
6. Union Conference and General conference officers

May 1, 1994