

ARTICLE VIII

QUALIFICATIONS AND RESPONSIBILITIES OF OFFICERS

- Section 1** Spiritual qualifications of the officers of the Midwestern District Council will be consistent with the basic principles of holiness—baptized in Jesus Name and filled with the Holy Ghost—for at least three (3) years. Spiritual preparation will endow one with God’s wisdom, which will confound the wise of this world.
- Section 2** Academic knowledge for a desired position is required; academic requirements are as follows:
- a. A high school diploma or GED, as the minimum requirement
 - b. A working knowledge of parliamentary procedures
 - c. Good communication skills and an ability to interact with a diverse population
- Section 3** The Qualifications of Suffragan Bishops and District Elders are as follows: a.
- Blameless
- b. Of good behavior
 - c. Not a novice
 - d. One who leads or administrates according to I Timothy 5:17 and Titus 1:6
 - e. Must be an ordained minister
 - f. Must have been in good standing with the PAW, Inc. for at least three years
 - g. Must have been a 100% financial supporting member of the PAW, Inc. for at least three years (credentials and church documentation must be current)
 - h. Appointed clerical titles for female clergy:
 1. The title of District Elder may be given to the female clergy of the Midwestern District Council in which they may be elevated at the discretion of the Diocesan Bishop. (*2010 PAW, Inc. Minute Book*, Section 9, page 59)
 2. Effective January 2010, the Diocesan Bishop [sic] may exercise his [sic] right to consider, appoint, and promote qualified female clergy without

restraint into the office of Suffragan Bishop. (2015 PAW, Inc. Minute Book, Apostolic Manifesto, Critical Issues, page 39)

The Responsibilities of the Suffragan Bishops

- Section 4** The Suffragan Bishop is an appointed position and receives any and all authority from the Diocesan Bishop.
- a. The Suffragan Bishop will assist the Diocesan Bishop in the performance of the Diocesan's assigned duties as directed.
 - b. In the absence of the Diocesan Bishop, the Senior Suffragan Bishop or Senior District Elder, or the Bishop's designee who is one of the other Suffragan Bishops or District Elders, will represent him.
 - c. When a Diocesan Bishop, because of sickness, senility, or any other cause becomes incapable of performing his duties, the Senior Suffragan Bishop or Senior District Elder, or the Bishop's designee who shall be one of the other Suffragan Bishops or District Elders, will act in his place.

The Authority of the Suffragan Bishop

- Section 5** The Suffragan Bishop will answer to the Diocesan Bishop and will not assume or presume to act unless specifically directed to do so by the Diocesan Bishop; and will not operate outside the stated laws for said office.

The Responsibilities of the District Elders

- Section 6** The Diocesan Bishop appoints District Elders. The District Elder's purpose is to serve as an assistant to the Diocesan Bishop in the absence of the Suffragan Bishop.
- a. The District Elder will meet with pastors in their jurisdiction collectively or separately, at their discretion.
 - b. The District Elder will assist each pastor in his/her jurisdiction upon that pastor's request.
 - c. The District Elder will respond to all membership requests after notifying the pastor of that local assembly.
 - d. For all concerns and issues brought to the District Elder for consideration, resolutions will be documented in writing, and copies of the documentation

will be forwarded to the regional Suffragan Bishop, in a timely manner after the initial contact.

- e. The District Elder will refer all extreme concerns and issues to the regional Suffragan Bishop for counsel and resolution. Extreme issues are defined as: pastoral, church, moral, finance, and administration that reaches beyond the District Elder's scope of authority.
- f. Pastors retain the privilege of determining if resolution has been reached to their satisfaction and that of their congregation. If a resolution has not been achieved, it is the pastor's right to request the District Elder to contact the Diocesan Bishop in writing.
- g. The District Elder is expected to attend all council sessions or send notification to his/her Regional Suffragan Bishop as to the reason of their absence.

The Authority of the District Elder

Section 7 The District Elder reports to his/her regional Suffragan Bishop.

Council Chairman

Section 8 The Chairman shall serve as Chief Operating Officer of the Council and shall be authorized to implement all programs and actions pertaining to the operations of the Council as legislated by the Council; directed by the Board of Directors or Executive Committee: or directed by the Diocesan. The Chairman, along with the Diocesan, shall plan the activities of the general Council sessions and shall chair all meetings of the Council sessions. The signature of the Chairman shall be affixed to all business of the Council; however, all financial matters and legal matters of the Council must be with the approval of the Diocesan. Such business shall include, but shall not be limited to all legal and financial business of the Council. The Chairman shall act as designee on behalf of the Diocesan when required. The Chairman's authority shall be derived from the Bishop of the Council and the Constitution. The Chairman shall be an active pastor of the Council.

Under the guidance of the Diocesan Bishop, the Council Chairman will administer the operation of this Council.

- Section 9** The qualifications of the Chairman are as follows:
- a. Have a basic knowledge of parliamentary law and of the Council Bylaws
 - b. Have the ability to remain impartial—not using their influence in a prejudicial manner, which would render the process ineffective

- Section 10** The duties of the Chairman are as follows:
- a. Preside over all regular meetings as well as call meetings
 - b. See that all meetings are conducted according to the Midwestern District Council’s Constitution and Bylaws
 - c. Call emergency meetings of the Executive Steering Committee when necessary or when requested by the majority of the Executive Steering Committee members
 - d. Appoint the Sergeant-at-Arms
 - e. Appoint all committees
 - f. Be an ex-officio member of each committee, with the exception of the Nomination Committee

Vice Chairman

Section 11 The Vice Chairman shall assist the Chairman as shall be requested from time to time. In the absence of the Chairman, the Vice-Chairman shall chair the general Council sessions. In the event of a long-term illness or death of the Chairman, the Vice-Chairman, shall act as chairman until the next regularly scheduled general election. The Vice-Chairman shall be an active pastor of the Council.

The qualifications of the Vice Chairman are as follows:

- a. Have a basic knowledge of parliamentary law and of the Council Bylaws
- b. Have the ability to remain impartial—not using their influence in a prejudicial manner, which would render the process ineffective

Section 12 The duties of the Vice Chairman are as follows:

- a. Assist the Chairman as needed
- b. Preside in the absence of the Chairman; however, he/she cannot change established rules
- c. Become Chairman of this Council automatically, should the Chairman be unable to function in office

General Secretary

Section 13 The General Secretary shall maintain all records and papers pertaining to the Council sessions including the archiving of all records at the District office as determined by the Diocesan. Such records shall become the property of the Council, and shall be maintained at a location and in a manner as shall be determined by the Council. The General Secretary shall record minutes of all official proceedings of the general Council sessions; and shall furnish typed copies of such minutes as shall be needed from time to time. Such minutes shall be read at the next meeting; and shall be corrected and maintained as adopted. The General Secretary shall maintain all legislation passed by the Council, and shall ensure compliance with such legislation. Copies of such legislation shall be available during business sessions.

Section 1. The General Secretary shall attend all business sessions and all official business meetings of the Council and shall record minutes of such meetings.

Section 2. The General Secretary shall send copies of all minutes to all M.D.C. Pastors after each special called meeting and each general business session via U.S. mail. Section

3. The General Secretary shall provide All-Auxiliary badges to the members that shall include an amount that registers the recipients of the badge with every Auxiliary of the Council. The badge shall have prorated into its cost the cost of general Council registration.

Section 4. The General Secretary shall provide free registration to various members of the Council as directed by the Board of Directors. Lifetime memberships will be granted to various members of the Council based on longevity and services as deemed necessary by the Diocesan, Board of Directors, or Executive Committee, with the approval of the Diocesan.

Section 5. The General Secretary shall provide the Chairman, Vice Chairman, General Secretary, Assistant General Secretary, General Treasurer, and Assistant General

Treasurer of the Council free All-Auxiliary registration with all rights and privileges therein. The spouse of the Chairman shall receive the same.

Section 6. The General Secretary shall provide the Bishop of the Diocese free All Auxiliary registration with all of the rights and privileges therein. The spouse of the Diocesan shall receive the same.

Section 7. The name of the Diocesan and the Chairman of the Council shall appear on all letterhead and other printed documents of the M.D.C. Section 8. The General Secretary shall summarize, prepare and disseminate all pertinent information to all of the appropriate persons in writing as he/she is furnished with the information concerning any Council business sessions. Section 9. The General Secretary shall provide typed copies of the minutes of the Council to the members as they register for the general Council session. (As a matter of convenience the minutes shall be provided in the registration packets.) Section

10. In the case of sickness or death or like distresses which may occur in the lives of our members, members of the Council shall inform the General Secretary of such occurrences, who will inform the Suffragan Bishops and District Elders, who will then inform the Pastors of the Churches in their Districts and the Pastors are to inform their members.

Section 11. The General Secretary shall inform the Diocesan, Chairman, and Suffragan Bishops of Member Churches that are not filing their Church Reports. The Suffragan Bishops shall inform the District Elders who will then inform the Member Church.

Section 12. The General Secretary shall be responsible for the District calendar with information provided to him/her by the Diocesan, Chairman, and Auxiliary Presidents. The deadline for submitting such information is October 1 of each year.

Section 13. The registration fee for general Council registration is \$7.00 and the total fee for All-Auxiliary registration is \$60.00. (See SCHEDULE OF COUNCIL REGISTRATION FEES)

The qualifications of the General Secretary are as follows:

- a. Have a working knowledge of a word processing program such as MS Word, or Microsoft Project, etc.
- b. Have a working knowledge of a spreadsheet program such as MS Excel, etc.
- c. Have a working knowledge of a database program such as MS Access, etc.
- d. Have an advanced working knowledge of computer literacy—working with various Web-based programs

Section 14 The duties of the General Secretary are as follows:

- a. Keep an accurate written record of the Council's business (minutes)
- b. Call the roll when necessary
- c. Notify members who have been appointed to committees
- d. Have an accessible copy of the Council Constitution and Bylaws, roster, both current and past minutes, and current committees at each Council session
- e. Have an accessible copy, at every Council session, of the current PAW, Inc. Minute Book, Robert's Rules of Order, and any other necessary manuals or documents used by the Council
- f. Assist the Chairman in the preparation of each agenda
- g. Keep an accurate record and account of all monies received and dispersed by the Council
- h. Keep a record of all funds that the Treasurer deposited in the name of the Council
- i. Obtain prior approval from the Treasurer to purchase necessary supplies and to present receipts to the Treasurer for reimbursement
- j. Send a statement of all activities to the Diocesan Bishop at the close of each Council session
- k. Appoint and supervise assistants as needed at each Council session
- l. Provide the presiding officers with any data, documents, and stationery he/she may need, and an agenda for each session
- m. Coordinate and prepare the total program for each Council session after obtaining a program schedule from each Auxiliary Leader
- n. Send condolences from the Council to the family of any deceased individual, upon notification made to the MDC General Secretary
- o. Call meetings to order and appoint someone to act as Chairman pro-tempore, in the absence of the Chairman and Vice Chairman

Assistant General Secretary

Section 15 The Assistant General Secretary shall exercise those functions and duties delegated to him/her by the General Secretary. The Assistant General Secretary shall assist the General Secretary as shall be required during such absence. The Assistant General Secretary shall operate and staff the registration office during general Council sessions. In the event of a long-term illness or death of the General Secretary, the Assistant General Secretary shall act as General Secretary until the next regularly scheduled general election.

The qualifications of the Assistant General Secretary are as follows:

- a. Have a working knowledge of a word processing program such as MS Word, or Microsoft Project, etc.
- b. Have a working knowledge of a spreadsheet program such as MS Excel, etc.
- c. Have a working knowledge of a database program such as MS Access, etc.
- d. Have an advanced working knowledge of computer literacy—working with various Web-based programs

Section 16 The duties of the Assistant General Secretary are as follows:

- a. Assist the General Secretary as needed
- b. Perform secretarial duties in the absence of the General Secretary
- c. Fill automatically the General Secretary position, should the General Secretary be unable to function in office

General Treasurer

Section 17 The General Treasurer shall receive, account, receipt, deposit, and maintain all Council funds as shall be directed by the Board of Directors or Diocesan. The General Treasurer shall process all disbursements submitted through the Budget / Finance Committee upon the signed request of the Diocesan or Chairman (April 2016). A record of all monetary transactions shall be reported each session. Such report shall be made during each annual Council session; and shall include an accounting of all funds on hand. The General Treasurer or Assistant General Treasurer shall sign along with the Chairman who has consent of the Diocesan all blank drafts, notes, checks, or other instruments of withdrawal issued on behalf of the Council (April 2016). The

General Treasurer shall prepare and present an annual budget report to the Chairman and Diocesan, for approved by the Diocesan, prior to the new fiscal year. The General Treasurer along with the Assistant General Treasurer shall prepare and present to the Chairman and the Diocesan a complete cash management report on all cash receipts and expenditures regarding council activities not more than fourteen (14) days after each General Council session (April 2016).

The General Treasurer will be the custodian of the funds of the Midwestern District Council. They will keep the financial records current at all times. Mandatory bonding is required for the office of General Treasurer within 60 days of being elected to the office. The MDC will defray the expenses of bonding.

Section 18 The qualifications of the General Treasurer are as follows:

- a. Have a working knowledge of accounting principles
- b. Have a working knowledge of a spreadsheet program such as MS Excel, etc.
- c. Have a working knowledge of an accounting program such as Quicken, or QuickBooks, etc.
- d. Have an advanced working knowledge of computer literacy working with various Web-based programs

Section 19 The duties of the General Treasurer are as follows:

- a. Serve as Chairman of the Finance Committee
- b. Sign all checks, along with another authorized signer such as the Diocesan Bishop or the Council Chairman
- c. Keep accurate and current records showing all receipts and disbursements
- d. Have all records ready for audit upon request
- e. Provide an itemized financial statement during each Midwestern District Council business meeting to registered members
- f. Provide an itemized financial statement to each respective Auxiliary Treasurer
- g. Pay all current bills with the authorization of the Diocesan Bishop or Council Chairman

- h. Deposit all Council funds in banks designated by the Executive Steering Committee
- i. Maintain all accounts in the name of the Midwestern District Council
- j. Deposit all monies received and to send a duplicate deposit slip to the General Secretary within ten (10) days after each Council session concludes

Assistant General Treasurer

Section 20 The Assistant General Treasurer shall assist the General Treasurer as shall be requested from time to time. During any absence of the General Treasurer, the Assistant General Treasurer shall perform the duties of the General Treasurer as shall be required during such absence. In the event of a long- term illness or death of the General Treasurer, the Assistant General Treasurer shall act as Treasurer until the next regularly scheduled general election.

The qualifications of the Assistant General Treasurer are as follows:

- a. Have a working knowledge of accounting principles
- b. Have a working knowledge of a spreadsheet program such as MS Excel, etc.
- c. Have a working knowledge of an accounting program such as Quicken, or QuickBooks, etc.

Section 21 The duties of the Assistant General Treasurer are as follows:

- a. Bonded within 60 days after elected to the office [*This is mandatory*; the MDC will defray the expenses of bonding]
- b. Assist the General Treasurer as needed
- c. Perform financial duties in the absence of the General Treasurer
- d. Sign all checks along with another authorized signer, such as the Diocesan Bishop or the Council Chairman, in the absence of the General Treasurer
- e. Fill automatically the General Treasurer position, should the General Treasurer be unable to function in office

Nomination Committee

- Section 1** The Nomination Committee will be appointed during the April Council of the election year.
- Section 2** At the April Council, this committee will receive the names of all persons nominated for elected offices in the General Body.
- Section 3** It is the responsibility of this Committee to screen and verify that the persons nominated meet the qualifications of the office that they are seeking.
- Section 4** It is the responsibility of this Committee to send a letter informing the Pastor of a lay member's nomination for office.
- Section 5** The Pastor must return the signed letter to the Committee Chairman.
- Section 6** This committee will submit its final report to the Council Chairman one month prior to the annual July session.
- Section 7** It is the responsibility of this Committee to monitor the election process during the annual July session, whether it be secret ballot or counting votes from the floor.

