

**Northern California District Council**  
**16C Episcopal District of the Pentecostal Assemblies of the World, Inc.**  
**DIOCESAN: BISHOP NOEL JONES**  
**JOB DESCRIPTIONS**

*The **VISION** of the Pentecostal Assemblies of the World, Inc. (PAW) is that our members be passionate about God's heart for the lost, proficient in ministry skills and proactive in strategic and holistic ministry that exalts the Name of Jesus Christ throughout the world. It is our **MISSION** to glorify God and to obey the Great Commission of Jesus Christ by proclaiming the Gospel in its fullness and equipping and deploying people and resources globally to reach the least and the lost so that Christ becomes preeminent in every life. Our **CORE VALUES** are being: 1) Biblically and doctrinally sound; 2) Equipped and empowered; 3) Culturally relevant; 4) Action oriented; and 5) Outwardly focused.*

**Title: DIOCESAN BISHOP**

**General Description**

The Diocesan Bishop is the Chief Spiritual Leader and Chief Liaison Officer between the PAW and the Northern California District Council (NCDC).

The Diocesan Bishop is the Chief Executive Officer of the NCDC

The Diocesan Bishop is the President of the Corporation (NCDC) and the Chairman of the Board of Directors.

The Diocesan is the Chairman of the NCDC Executive Bishop's Council and Executive Board

**Responsibilities shall include but are not limited to:**

1. Casting the vision for the NCDC while cultivating unity and growth
2. Leading the NCDC in attaining the Vision, Mission and Core Values of the PAW.
3. Promoting the spiritual interest of the Council while organizing and developing the Council to provide the best possible service to its constituents.
4. Ensuring that each church in the Diocese has a Constitution and By-Laws governing the church suitable to the pastor and the congregation.
5. Making a godly effort to place pastors in all churches whose pulpits are vacant.

**Title: CHAIRMAN OF THE COUNCIL**

**General Description**

The Council Chairman serves as the Chief Operating Officer of the NCDC.

The Council Chairman serves as the Vice President of the Corporation (NCDC)

**Responsibilities shall include but are not limited to:**

1. Administering the ordinances of the Council
2. Serving as Moderator of the Business Meetings.
3. Being an ex-officio member with power to vote on all other boards, auxiliaries, committees and all organizations of the Council
4. Assisting the Diocesan Bishop in his program designed to promote the spiritual interest of the Council and develop the Council to provide the best possible service to its constituents.
5. Making committee appointments as they are deemed advisable by the needs of the Council. He/she shall submit the names of his appointees to the Board of Directors for approval by majority vote, and upon their approval by the Board of Directors, they shall commence to function.
6. Performing additional duties as directed by the Diocesan.

**Title: VICE CHAIRMAN OF THE COUNCIL**

**Description**

The Vice Chairman takes on the responsibilities of the Chairman when the Chairman is unable to function or has designated the Vice Chairman to do so.

The Vice Chairman serves as a Member of the Executive Board

**Responsibilities shall include but are not limited to:**

1. Serving as presiding officer in the absence of the Chairman of the Council and performing such duties as the Chairman of the Council and/or Board of Directors shall direct.
2. Performing additional duties as directed by the Diocesan and/or Council Chairman.

**Title: SECRETARY TO THE EXECUTIVE BOARD**

**Description:**

The primary function of the Secretary to the Executive Board is to keep the lines of communication open between the Executive Board and the Council Secretary's Office. The Executive Secretary along with the Treasurer and Assistant Treasurer and shall be bonded in the amount determined by the Board of Directors which shall be paid for the Corporation.

**Responsibilities shall include but are not limited to:**

1. Keeping accurate minutes of business proceedings of the Board of Directors and so executing all other duties deemed necessary by the Executive Board President.
2. Officially representing and signing any documents or contracts pertaining to the Corporation at the discretion of the Council Chairman or Executive Board and when empowered by the same.
3. Keeping a co-set of financial records of all transactions.
4. Performing additional duties as directed by the Diocesan.

**Title: GENERAL COUNCIL SECRETARY**

**Responsibilities shall include but are not limited to:**

1. Overseeing the entire secretarial staff, delegating authority as necessary to keep the Council

running smoothly and efficiently.

2. Recording accurate minutes of the business proceedings of Council business, including the accepting and dismissing of members of the Corporation, along with their addresses and issue notices of dismissal. He/she shall provide the Board of Directors with a copy of Council minutes within thirty (30) days after each session.
3. Signing all documents and contracts relative to the Corporation at the discretion of the Council Chairman or Executive Board and when empowered by the same.
4. Preparing a manual of rules, including the Bylaws of each ministry, as often as the Board of Director shall deem necessary.
5. Keeping a set of financial records of all transactions.
6. Supervising the keeping of the records of all auxiliaries of the Council in such a manner as the Council Chairman and Board of Directors shall direct; and forwarding a copy of all Council minutes to the NCDC Headquarters to be kept on file. He/she shall deliver immediately to his/her successor all books, files, records and other documents in his/her possession pertaining to this office.
7. Selecting a second assistant secretary and such other persons as are necessary to assist with duties in the secretary's office.
8. Performing additional duties as directed by the Diocesan and/or the Council Chairman.

**Title: REGISTRAR**

**Description:**

The Registrar is a member of the General Council Secretary's staff.

**Responsibilities shall include but are not limited to:**

1. Keeping an updated financial record of all members of the NCDC along with their correct addresses.

**Title: ASSISTANT SECRETARY**

**Responsibilities shall include but are not limited to:**

1. Aiding the General Council Secretary as he/she shall direct in the performance of the above duties.

**Title: GENERAL TREASURER**

**Description:**

The General Treasurer has the management of the Corporate funds and discharge of any duties connected therewith; He/she is the active agent of the Corporation and of the Board of Directors, subject to their directions in all such matters. He/she shall be the custodian of all funds of the organization. The Treasurer's Office shall consist of a Treasurer and an Assistant Treasurer and such other person deemed necessary to adequately perform the duties of the office. The Treasurer, Assistant Treasurer and Secretary to the Executive Board shall be bonded in the amount determined by the Board of Directors which shall be paid for the Corporation.

The General Treasurer serves as a member of the Executive Board  
The General Treasurer serves as a member of the Executive Bishop's Council.

**Responsibilities shall include but are not limited to:**

1. Banking and disbursing all funds under the direction of the Board of Directors.
2. Signing all checks, countersigned by the Secretary of the Corporation or other authorized persons.
3. Keeping complete and accurate books showing all receipts and disbursements, which shall be open at all times to the inspection of the Board of Directors of the NCDC. He/she shall make such reports and perform other duties as the NCDC may require.
4. Rendering financial statements of the General Treasury at each Council Session and at any time the Board deems necessary and when required by the Council.
5. Giving a copy of all business transactions to the Secretary to the Executive Board during and in between Council Sessions.
6. Performing additional duties as directed by the Diocesan and/or Council Chairman.

**Title: ASSISTANT TREASURER**

**Description:**

The Treasurer, Assistant Treasurer and the Secretary to the Executive Board shall be bonded in the amount determined by the Board of Directors which shall be paid for the Corporation.

**Responsibilities shall include but are not limited to:**

1. Aiding the Treasurer as directed in performance of the above duties.

**Title: DIRECTOR OF CHRISTIAN EDUCATION**

**Description**

The Department of Christian Education (DCE) is the educational arm of the NCDC and as such bears the responsibility of equipping the members of the Diocese that we might carry out the Great Commission, "Go ye therefore, and teach all nations,..." Christian Education played a significant role in the foundation and expansion of the early church ("And they continued steadfastly in the apostles' doctrine and fellowship, and in breaking of bread, and in prayers." Acts 2.42), and must do so in the 21<sup>st</sup> Century church.

The DCE is responsible for working with the NCDC Ministry/Auxiliary Leaders to provide, plan, organize, resource and direct the Christian Education programs, with a focus on children, youth, family, as well as offer training for the task of teaching and leading Sunday School/Christian Education Ministries at our local assemblies.

Director and DCE Members must have a good understanding of Apostles' Doctrine and a passion for providing programming which ensures that we continue steadfastly therein and be willing and able to teach in accordance with the Scriptures and the creed of the PAW.

The DCE demonstrates commitment to equipping leaders for ministry who are passionate about the God's Word and God's people.

Members consist of NCDC Sunday Schools and Christian Education Ministries

**Responsibilities shall include, but are not limited to:**

1. Planning and executing programming that nurtures and equips the Body of Christ for spiritual maturity, service and witness in the home, congregation, work place, school campus, community and the world.
2. Presenting programs to develop more effective teachers of God's Word, to inspire teachers to present Biblical Concepts in more creative ways, to equip teachers with knowledge of learning styles and learning cycles for the purpose of reaching every soul God's send to his/her ministry.
3. Expressing a passion for teaching and learning
4. Working closely with Covenant Kids and Youth Department to ensure comprehensive programming which serve to continuously build their faith and knowledge of the Lord.
5. Meeting deadlines for Submitting Program to Program Director and Budget to Director of Budget and Finance
6. Performing additional duties as directed by the Diocesan and/or Council Chairman.

**Title: INTERNATIONAL MISSIONS PRESIDENT**

**Description**

The president of the International Mission Department has the responsibility to extend the Gospel of Jesus Christ beyond our domestic boundaries as directed by the Diocesan and he/she should be one with the physical, emotional and spiritual ability and experience to do so. He/she has the general oversight of promoting and coordinating all NCDC mission activities. He/she shall provide education, inspiration and motivation which leads to the recognition that every saint has the responsibility to be an active participant in fulfilling the Great Commission.

**Responsibilities include but are not limited to:**

1. Leading the execution of the foreign ministry plans and programs as set forth by the Diocesan
2. Recruiting and training the International Mission Team. The team shall consist of those who demonstrate the physical, spiritual and emotional ability as well as the desire to serve internationally.
3. Assessing potential fields of service to offer as recommendations for deployment.
4. Conducting necessary business with foreign governments to allow and facilitate the missionary work.
5. Providing short and long term budgets for the proposed missionary work.
6. Determining mission qualifications, assignments and placement in particular fields.
7. Providing detailed reports of goals, training, deployment and achievement of goals on the field.
8. Managing and directing the daily activities of staff and/or volunteers, demonstrating servant-leadership while ensuring the efficient operation of the mission in accordance with approved policies and procedures.
9. Securing funds to support the initiation and growth of NCDC missionary efforts.
10. Performing additional duties as directed by the Diocesan and/or Council Chairman.

## **Title: MEN'S MINISTRY PRESIDENT**

### **Description**

The Men's Ministry exists to build a community of godly men in Northern California who are strong in faith, family and finance.

The Men's Ministry will disciple and deploy men of all ages to live for Christ at home, in the work place, on the school campus, in church and in the community at large.

### **Responsibilities include but are not limited to:**

1. Developing and overseeing a ministry in keeping with the Vision, Mission and Core Values of the NCDC/PAW.
2. Equipping men to be strong and vigilant in the areas of faith, family and finance so that they will become Disciples of Christ as well as good husbands and fathers.
3. Providing effective programs and activities which promote faithfulness, fulfillment and fruitfulness.
4. Developing a discipleship/mentoring program for young men
5. Planning and executing various opportunities for men to grow spiritually, socially and intellectually.
6. Planning and executing strategies for cultivating strong families, especially in the area of developing men to be godly husbands and fathers.
7. Providing service opportunities throughout the NCDC.
8. Meeting deadlines for Submitting Program to Program Director and Budget to Director of Budget and Finance
9. Performing additional duties as directed by the Diocesan and/or Council Chairman.

## **Title: MINISTER'S AND DEACONS' WIVES PRESIDENT**

### **General Description**

The Ministers' and Deacons' Wives (MDW) is to unify the wives into a cohesive and supportive resource for encouragement and development. The MDW will offer programs of excellence that inspire continued spiritual, intellectual and social growth; assist in defining roles, calling and purpose; supply tools for facing unique challenges; support excelling in marriage, ministry and life in general; provide opportunities for the expression and exercise of gifts and skills; ultimately, prepare Ministers' and Deacons' Wives for greater and more effective service to God, their husbands, children and congregations.

### **Responsibilities include but are not limited to:**

1. Presiding over all meetings and maintain order and compliance
2. Supporting the vision of the NCDC spiritually and financially.
3. Supporting and adhering to the expectations of the International Ministers' Wives and Ministers' Widows Auxiliary of the PAW, Inc (IMWMWA).
4. Appointing a team of support staff and committees: Officers, Advisory, C.A.R.E (Compassion and Restorative Enterprises), Program and Ways & means and others as needed
5. Promoting unity and support

6. Assuring the completion and submission of all required reporting to the IMWMWA and the NCDCMDW.
7. Attending the IMWMWA and NCDC sessions faithfully.
8. Increasing membership and attendance for the Wives of Ministers and Deacons.
9. Establishing separate “closed sessions” for the Wives of Ministers and Deacons.
10. Attending meetings requested by the IMWMWA and the NCDC or ensure delegation is unable to attend.
11. Ensuring accurate reporting
12. Establishing and maintaining a database of the members for communication purposes.
13. Leading empowerment and interactive sessions to include seminars, workshops and retreats for enhancement and edification.
14. Mobilizing Wives to take an active role in the instructional process locally and statewide.
15. Formulating an instructional manual for the Wives that will contain protocols and procedures for appropriate wearing apparel, deportment, processions, etiquette and conduct, specific Biblical guidelines and instruction as well as other pertinent information.
16. Creating a learning/training track that will increase knowledge and understanding of the specific roles that will promote service/ministry.
17. Having knowledge of Parliamentary Procedure
18. Teach and train all staff
19. Meeting deadlines for Submitting Program to Program Director and Budget to Director of Budget and Finance.
20. Performing additional duties as directed by the Diocesan and/or Council Chairman.

**Title: MISSIONARY AND CHRISTIAN WOMEN’S AUXILARY PRESIDENT**

**General Description**

The Missionary and Christian Women’s Auxiliary (MCWA) consists of women who are faithful in meeting together with the unified commitment to honor the Lord, support the NCDC and PAW with enthusiasm as women give missionary service, grow in the faith, encourage women of all ages in their ambition to draw near to Christ and to give strong witness as to promote the Gospel and work in the homeland and foreign fields.

MCWA provides spiritual programming, encouragement and enrichment to women in the NCDC.

MCWA’s purpose is to inspire women of all ages and backgrounds to maintain the worship of God, develop a passion for righteousness, live a life of holiness and demonstrate the love of Jesus Christ to those in need.

**Responsibilities include but are not limited to:**

1. Presiding over all sessions of the NCDCMCWA.
2. Appointing all subcommittees and those who assist the elected officers.
3. Facilitating programs and activities which are consistent with the purpose of the MCWA.
4. Meeting deadlines for Submitting Program to Program Director and Budget to Director of

Budget and Finance.

5. Performing additional duties as directed by the Diocesan and/or Council Chairman.

**Title: USHER BOARD PRESIDENT**

**Description**

The Usher Board President must be one who is committed to the vision of the Council and has a strong desire to serve those in attendance by securing their seating as courteously, quickly and efficiently as possible. He/she must be able to stand for long periods of time while maintaining a pleasant attitude.

**Responsibilities include but are not limited to:**

1. Providing support services to the Diocesan, Council Chairman and Conference Coordinator as they execute the various phases of each service.
2. Rendering assistance in every Council service to maintain order and safety.
3. Ensuring that those who attend our services are escorted or directed to appropriate seating as courteously, quickly and efficiently as possible.
4. Minimizing distractions during sacred moments of Word Delivery, Consecration, Ordination and Altar Call.
5. Securing uniformity of ushering signs and attire throughout the Council and local assemblies by training at the Council and at local assemblies when necessary.
6. Being thoroughly familiar with the Council sanctuary in order to direct Usher Board Members and those attending the services
7. Performing additional duties as directed by the Diocesan and/or Council Chairman.