

**The Northeastern District of  
The Christian and Missionary Alliance, Inc.**

***BYLAWS***

***CONFERENCE POLICIES***

***DEXCOM POLICIES***

District and Prayer Conference 2018

# **NORTHEASTERN DISTRICT BYLAWS**

## **ARTICLE 1 – FELLOWSHIP IN THE NORTHEASTERN DISTRICT**

- A. Christian workers and churches desiring to come into the fellowship of The Northeastern District of The Christian and Missionary Alliance shall be examined as to their character, doctrinal views, and adherence to the General Constitution and the Principles of The Christian and Missionary Alliance, and, upon the recommendation of the License, Ordination, and Consecration Council, shall be given the proper credentials by the District Superintendent.
- B. When any licensed worker ceases to believe and defend the doctrines of the Bible as accepted and taught by The Christian and Missionary Alliance, he or she shall withdraw from its fellowship as a matter of honor and surrender his or her credentials. Failure to do so will result in revocation of credentials effective upon a two-thirds (2/3) vote of the License, Ordination, and Consecration Council.
- C. A complete listing of all official workers holding Northeastern District credentials shall be published at the current annual District and Prayer Conference (hereinafter called “Conference”) by the District Secretary. A complete Directory of all official workers holding Northeastern District credentials, including elected and appointed committee personnel, shall be distributed to all Northeastern District official workers no later than December of each calendar year.

## **ARTICLE II - DISTRICT CONFERENCE**

- A. Committee on Nominations: It shall present nominations to Conference for such offices as listed in the Constitution for Districts and for the District Executive Committee, the District Disciplemaking Ministries Committee, the District Church Multiplication Team and such other offices as may be specified in the Bylaws. Unless otherwise stated, all offices shall be opened for nominations from the floor and shall be elected by a simple plurality.
- B. Committee on Temporary and Standing Committees: The Committee on Nominations shall present to Conference two names and one alternate for election to the Committee on Temporary and Standing Committees. These shall be elected in the same manner and for the same term as the other Standing Committees.
- C. Rules Committee: It shall be composed of three members each of whom shall be elected for a four-year term in such a manner that at least one-third of the committee is elected biennially.
- D. The District Executive Committee shall appoint at least two qualified persons to act as Conference Secretaries. If two so appointed do not include the District Secretary, they shall be considered Assistant Secretaries Pro Tempore and their work shall be under his direction. They shall keep careful and thorough minutes of all Conference sessions. They shall prepare these minutes and copies of all Conference reports for printing, under the direction of the District Secretary. In lieu of public reading, the minutes of Conference shall be reviewed in consultation with the District Secretary and any necessary editing shall be by the District Superintendent and District Executive Committee.

- E. Standing Committees: The Standing Committees shall be nominated by the Committee on Temporary and Standing Committees and shall be elected by Conference. They shall function from the close of the Conference that elected them to the close of the next Conference. These Committees are:
  - 1. Program
  - 2. President's Report and Missions
  - 3. General Legislation
  - 4. Finance, Budget, and Audit
  - 5. Disciplemaking Ministries
  - 6. Church Health and Multiplication
  - 7. Nominations
- F. Temporary Committee: One Temporary Committee shall be nominated by the Committee on Temporary and Standing Committees and elected by Conference. This shall be the Committee on Resolutions and shall function until the end of the Conference in which it was elected.
- G. Conference Quorum: One-third (1/3) of the registered delegates at Conference shall constitute a quorum.
- H. Every official worker holding credentials with the District should attend Conference. An official worker must receive approval from the District Superintendent if they will be absent from Conference.
- I. Retired or disabled missionaries and home workers whose names appear in the Directory of Official Workers and who reside within the District, shall have the privilege of debate and vote, but shall not be eligible for nomination or election to any office. They shall be eligible for election to Temporary and Standing Committees of Conference.
- J. Lay people elected to the District Executive Committee shall be accredited delegates to Conference during their term of office.
- K. The Nominating Committee shall present to Conference one name and an alternate for each of the Council Committees. If additional nominations are made from the floor, the individual receiving the highest number of votes shall serve on the Council Committee and the individual receiving the second highest shall be the alternate.

### **ARTICLE III – BOARD OF DIRECTORS**

- A. The District Executive Committee shall be the Board of Directors of The Northeastern District of The Christian and Missionary Alliance, Inc. as stated in the *Uniform Constitution for Districts of The Christian and Missionary Alliance*. A quorum shall be seven members.
- B. Vice-President of the Board of Directors: The District Executive Committee shall elect at their first meeting following Conference from among its membership a Vice-President.
- C. The Board of Directors shall meet any time by the call of the President, or by a call signed by any seven of its members.

#### **ARTICLE IV - DISTRICT EXECUTIVE COMMITTEE**

- A. The District Executive Committee shall consist of twelve members, any seven of which shall constitute a quorum.
- B. The composition of the District Executive Committee shall be as follows: District Superintendent who shall be chairman of the committee, District Secretary, District Treasurer and nine members elected by Conference.
- C. Exclusive of those persons elected to serve as District officers, there may be up to two lay people elected to the District Executive Committee. A lay person must have been a member in good standing for five years in a church or churches in the Northeastern District, and must have served at least two years on the "Governance Authority" of an Alliance church of the Northeastern District.
- D. The term of office for the non *ex-officio* members of the District Executive Committee shall be four years with approximately half of the committee elected biennially. In no case shall such a member serve more than one term without the lapse of two years between terms.
- E. The District Secretary and District Treasurer shall be elected for a term of two years. The District Secretary shall serve for no more than four consecutive years and the District Treasurer for no more than eight consecutive years. These officers may be eligible for re-election after a lapse of two years.
- F. Members elected or appointed to complete an unexpired term shall be eligible for election to a full term of office.
- G. The District Executive Committee shall hold regular meetings. Special meetings can be called by the District Superintendent, or called by seven members of the District Executive Committee.
- H. The District Executive Committee is authorized to fill by appointment any vacancies in District offices or Conference-elected committees, except standing committees of Conference, occurring between Conferences. The duration of such appointments shall be the unexpired term.
- I. All elected or appointed committees, except the Committee on Nominations and the Rules Committee, are amenable to the District Executive Committee from Conference to Conference.
- J. The four officers who serve on the DEXCOM (the President, Vice-president, Secretary and Treasurer) shall compose the DEXCOM Executive Committee. They shall be responsible for conducting business in the intervals between DEXCOM meetings, dealing with matters of urgency that may arise. They shall have all the powers and authority of the DEXCOM subject to review and ratification at the next full DEXCOM meeting.
- K. Regular and Special Meetings of the DEXCOM or the DEXCOM Executive Subcommittee, made up of the District Superintendent, Vice-Chair, Treasurer, and Secretary, may be held if necessary by electronic means (such as Internet communication systems, telephone conferences, video conferences, etc.) whereby all persons participating in the meeting can hear each other, and participation in a meeting in this manner shall constitute presence in person at the meeting. Furthermore, a director appearing at such meeting via electronic means shall also be allowed to vote by this medium. Furthermore, it is permissible for all directors to appear at said meeting via telephone conference or similar communication system.

## **ARTICLE V – ORDINATION AND CONSECRATION**

- A. Ordination shall proceed according to the “Uniform Policy on Ordination” as it appears in the current edition of *The Manual of The Christian and Missionary Alliance*.
- B. Consecration shall proceed according to the “Uniform Policy on Consecration” as it appears in the current edition of *The Manual of The Christian and Missionary Alliance*.
- C. The requirements for ordination and consecration shall be completed within three years. Additional time may be granted or refused by the License, Ordination, and Consecration Council after written request has been submitted by the candidate.

## **ARTICLE VI – LICENSING PROCEDURES**

Licensing shall proceed according to the “Uniform Policy on Licensing and Certification” as it appears in the current edition of *The Manual of The Christian and Missionary Alliance*.

## **ARTICLE VII – DISTRICT COMMITTEES**

### **A. DISCIPLEMAKING MINISTRIES COMMITTEE**

- 1. A District Disciplemaking Ministries Committee shall be elected by Conference for the supervision of the District disciplemaking ministries.
- 2. This committee shall be composed of seven members, in addition to the District Director of Disciplemaking Ministries who shall serve as its Chair and a member ex-officio.
- 3. The term of office for the non ex-officio members of the Disciplemaking Ministries Committee shall be four years with approximately half of the committee elected biennially.

### **B. CHURCH MULTIPLICATION TEAM**

- 1. A Church Multiplication Team shall be elected by Conference to promote the growth of existing churches and the planting of new churches with the goal of multiplication.
- 2. This committee shall be composed of nine members who, as far as possible, represent the District geographically. The Superintendent shall be its Chair. Alternatively, he may appoint a Chair in consultation with DEXCOM.
- 3. Terms shall be for four years with approximately half of the committee elected biennially.

### **C. EVANGELISM COMMITTEE**

- 1. A District Evangelism Committee shall be elected by Conference for the promotion of evangelism.
- 2. The committee shall be composed of five (5) members. The Chair shall be appointed from its membership by the District Executive Committee.
- 3. Each member shall be elected to a four-year term with approximately half of the committee elected biennially.

#### **D. LICENSE, ORDINATION, AND CONSECRATION COUNCIL**

A License, Ordination, and Consecration Council shall be elected by Conference. It shall be composed of nine voting members. Terms shall be for four years with approximately half of the committee elected biennially. The District Superintendent shall be Moderator *ex-officio*. Only those who have had at least twelve (12) years of ordained ministry shall be eligible for election; additionally, there may be up to two consecrated women elected as a non-voting member(s).

#### **E. MISSIONS COMMITTEE**

1. A District Missions Committee shall be elected by Conference to serve local churches by increasing awareness, commitment, and participation in the great commission as it relates to the overseas and intercultural ministries of The Christian and Missionary Alliance.
2. The committee shall be composed of nine elected members. Terms shall be for four years with approximately half of the committee elected biennially. In addition, a representative from C&MA Men's Ministry, Great Commission Women and the Disciplemaking Ministries Committee shall serve on the Missions Committee as they are available.
3. The Chair shall be appointed from its membership by the District Executive Committee.

#### **ARTICLE VIII – CHURCH PROPERTY**

The District Board of Directors may empower any of the District Officers to release a reversionary or other contingent interest in the real property of a local church in the event of sale of church real property, or to subordinate such interest to a mortgage, when it is in the best interest of both the church and District. At such time when the mortgage is paid in full, the Reversionary clause as stated in the current *Manual of The Christian and Missionary Alliance* would again be included in the Constitution of the local accredited Alliance church for those properties upon which it has been suspended.

#### **ARTICLE IX – PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order newly revised shall govern the District in all cases to which they are applicable and in which they are not inconsistent with these bylaws, the Manual of the Christian and Missionary Alliance, and any special rules of order the District may adopt.

#### **ARTICLE X – AMENDMENTS AND POLICIES**

Amendments to these Bylaws may be made at any Conference by 2/3 vote. A first reading of any proposed amendment to the Bylaws is required during a previous business session of that Conference.

In addition to these Bylaws, the Northeastern District Conference has adopted official policies. Please refer to the District Policies documents for their contents.

# **CONFERENCE POLICIES**

## **I. PURPOSE**

### **District**

1. **PURPOSE:** We exist to glorify God by developing and supporting healthy leaders and churches that impact people for Christ.
2. **PROCESS:** The Northeastern District will accomplish its purpose by,
  - Embracing – the C&MA core values.
  - Contextualizing – relevantly communicating the Bible’s unchanging message.
  - Developing – leadership at all levels, through communication, cooperation, compassion and coaching.
  - Advancing – God’s Kingdom through the use of missional and incarnational tools.
3. **PRODUCT:** A growing district of Great Commission churches with Great Commandment hearts, empowered by the Holy Spirit.

## **II. DISTRICT CONFERENCE**

### **A. Preparation for Conference**

1. The District and Prayer Conference (hereinafter called "**Conference**") shall be moved geographically from year to year to allow a broad participation of lay people from across the District.
2. The District Office shall make every effort to send all available reports to the churches at least two weeks prior to Conference.
3. The District Administration shall be authorized to prepare material for the purpose of introducing lay delegates and new pastors to the purposes and process of Conference.
4. The District Treasurer's Report shall be reproduced for use by Conference delegates.
5. Registration at Conference must be completed by the second day at noon for inclusion in the Report of the Committee on Credentials.
6. A registration fee shall be set for Conference.
7. The leadership of Conference shall have the freedom to take evening offerings so that those with a desire to do so be given opportunity to contribute to the expenses of Conference and that any excess monies be placed in the Pastoral Emergency Fund or used at the discretion of the District Executive Committee (hereinafter called "**DEXCOM**").

**B. Committees**

1. The Standing Committees of Conference shall not be composed of persons who are elected to serve on the District Committee which administers and advises the same area (for example, a person elected to the District Disciplemaking Ministries Committee should not be elected to the Conference Committee on Disciplemaking Ministries which evaluates its work).
2. The Conference Committee on Nominations shall be limited to no more than twelve (12) members.
3. The Rules Committee shall ensure that the District Bylaws and Regulations are brought up-to-date at the conclusion of each Conference. The Chairman of the committee is appointed by the DEXCOM at its first meeting following Conference.
4. That the DEXCOM may nominate two elected members of the DEXCOM to serve on the Committee on Nominations during the time of nominating a District Superintendent.

**C. Procedures**

1. All appointed District Officers and/or Administrators shall be granted full voting privileges as delegates of Conference.
2. Any lay person elected to a District or Conference Standing Committee shall receive delegate status as long as he/she holds that position and maintains membership in good standing in a C&MA church of the District.
3. The expenses to Conference of the District Superintendent and staff shall be paid out of District funds.
4. All District capital improvement programs which involve indebtedness must be approved by Conference and include a specific plan for financing stating the amount of cash and pledges which will be on hand before the project is actually begun and the amount of indebtedness expected. Conference accepts the responsibility of total support for any project it approves.
5. On an annual basis, a noon hour during Conference shall be selected by the District Superintendent to be set aside for prayer and fasting for all who wish to participate.

**D. Conference Committee Guidelines (see ADDENDUM)**

1. Temporary and Standing Committee
2. Program
3. Tellers
4. President's Report and Missions
5. General Legislation
6. Finance, Budget, and Audit
7. Disciplemaking Ministries
8. Church Health and Multiplication
9. Nominations
10. Resolutions
11. Rules

### **III. DISTRICT EXECUTIVE COMMITTEE**

#### **Financial Matters**

- A. The DEXCOM shall be permitted to establish a "Designated Account" combining all gifts received for designated purposes.
- B. Automobile travel allowance for individuals engaged in authorized District business shall be determined by the District Office.

### **IV. DISTRICT TREASURER AND FINANCES**

- A. The District Superintendent shall be responsible for the preparation of the District budget which shall cover the needs of the District. This budget shall be submitted to the DEXCOM for its consideration and approval. It shall then become a part of the District Treasurer's Report which shall be referred to the District Committee on Finance and Budget and shall be presented by this committee to Conference for its final consideration and adoption.
- B. The District Superintendent shall maintain a District Administration Fund into which all contributions not otherwise designated are to be placed. He shall be authorized, after consultation with the District Treasurer, subject to the approval of DEXCOM, to transfer these monies to any other District fund as the need arises.
- C. The fiscal year for all funds of the District shall be the calendar year, (January 1 through December 31). Supplementary financial reports for the current fiscal year, as well as the reports for the previous completed year shall be presented to Conference at its biennial business meeting.
- D. Church Development Fund
  - 1. Objective of the Fund: The church development fund will enable the District to assist church plants and redevelopment churches by providing grants.
  - 2. Origination of Funds:
    - a. Interest income
    - b. If the District receives funds from the sale of property formerly belonging to a District church, after all related debts or expenses are paid or repaid, the balance shall become part of the Church Development Fund and be recorded as an addition of capital of that fund.
    - c. Designated gifts or bequests
- E. The District ADF line of credit will be made available to all types of churches for loans based on need as determined by the Superintendent in consultation with DEXCOM. A written contract for repayment will govern each loan.

## **V. DISTRICT CHURCHES**

### **Responsibilities**

- A. Local church support of all District ministries to meet the operational needs of the District Administration Fund and the Church Development Fund shall be accomplished through the following schedule of contribution percentages of the amount reported for local church operations and average Sunday morning attendance figures on "The Christian and Missionary Alliance Local Church Annual Report" for the preceding year:
  - 1. For churches under fifty (50), three percent (3%)
  - 2. For churches fifty (50) and above, but under seventy-five (75), five percent (5%)
  - 3. For churches seventy-five (75) and above, seven percent (7%).
- B. The raising of funds for local church building efforts, whether mortgages or building funds, shall be excluded from the DOB contribution calculation as shall funds paid for rental or lease of church property.

## **VI. VACATION SCHEDULE FOR OFFICIAL WORKERS**

The following is a minimum schedule of paid vacations for all licensed workers of the District after their years of total service in The C&MA:

- From one (1) to five (5) years of service – two (2) weeks (including two [2] Sundays);
- From six (6) to fifteen (15) years of service – three (3) weeks (including three [3] Sundays);
- From sixteen (16) to twenty-five (25) years of service – four (4) weeks (including four [4] Sundays);
- From twenty-six (26) years to retirement – five (5) weeks (including five [5] Sundays).

## **VII. PASTORS' EMERGENCY FUND**

An offering shall be received at Conference for voluntary contributions to the Pastors' Emergency Fund during the service when the District Superintendent presents his annual message. These monies shall be dispensed by the District Superintendent whenever some urgent financial need comes to his attention.

## **VIII. DISTRICT INTERNATIONAL WORKERS**

A listing of the names of the international workers from the District shall be compiled by the District Office and placed in the hands of all District licensed workers and prayer groups at least once a year. This listing shall include the name of the field and the original year of departure with modifications as necessary for creative access countries.

## IX. C&MA STATEMENTS

The District and its member churches shall support all statements as they appear in the current edition of *The Manual of The Christian and Missionary Alliance*.

Church Government	H1
Marriage—Divorce—Remarriage	H2
Cooperation in Mission	H3
Sanctity of Life	H4
The Destiny of Those Who Have Never Heard	H5
Definition of Constituted Authority	H6
Human Sexuality	H7
Santicfication	H8
Secret Societies and Masonry	H9

## X. AMENDMENTS

Amendments to these Conference Policies, not in conflict with the Manual of The Christian and Missionary Alliance or the District Bylaws, may be made by a simple majority of Conference.

Conference Policies; Conference 2018; 7.9.2018

## **ADDENDUM**

The District Conference Committee Guidelines are maintained by the DEXCOM. The guidelines are presented here for information only.

### **District Conference Committee Guidelines**

1. Temporary and Standing Committee
2. Program
3. Tellers
4. President's Report and Missions
5. General Legislation
6. Finance, Budget, and Audit
7. Disciplemaking Ministries
8. Church Health and Multiplication
9. Nominations
10. Resolutions
11. Rules

## **Guidelines for the Committee on Temporary and Standing Committees**

### **Requirements:**

Chairman and Secretary attend meeting with the District Superintendent (usually Monday afternoon of 1<sup>st</sup> day of Conference).

Persons whose work and leadership will be under consideration by a given committee should not be named to that committee (most recent Conference Proceedings). Conference Policies II. District Conference, B. Committees:

1. *The Standing Committees of Conference shall not be composed of persons who are elected to serve on the District Committee which administers and advises the same area (for example, a person elected to the District Disciplemaking Ministries Committee should not be elected to the Conference Committee on Disciplemaking Ministries which evaluates its work).*
2. *The Conference Committee on Nominations shall be limited to no more than twelve (12) members.*
3. *The Rules Committee . . .*
4. *The DEXCOM members shall be exempt from serving on Conference Standing and Temporary Committees.*

### **Chairman:**

#### **A. Secure:**

1. Current edition of C&MA Manual
2. Last business year's Conference Committee report
3. Computer, USB Flash Drive or CD-R, body text: Microsoft Word; 1" margins, Arial 11; no special formatting.

#### **B. Preparation:**

1. Be sure to have a Secretary (if no Secretary, appoint one from within the Committee) and assure that the Secretary has a copy of these *Guidelines* (electronic copy available upon request).
2. Request one or more District Committee chairs/members and/or Board representation to act as consultants for your Committee agenda
3. Accommodate other interested accredited delegates who wish to attend your committee.
4. Seek Rules Committee and other District Conference Committee material where necessary in preparation of your report to Conference
5. It is the responsibility of your Committee Secretary to provide sufficient copies of your report for distribution

#### **C. Function:**

1. Present list of persons for the Temporary and Standing Committees to Conference. Acceptance of this report constitutes the election of the persons named.
2. Your committee shall present an **Initial Report** at the first business session of Conference naming the members of the Temporary Committee of Conference, Committee on Resolutions; and naming persons to the Standing Committees of Conference to fill vacancies. In choosing nominations for the Temporary Committee, check the current list of Standing Committees as found in last year's Conference Committee report and avoid, where possible, naming those already on Standing Committees.
3. Your committee shall present a **Supplementary Report** at the first business session of Conference filling vacancies, if any, and adding to the respective committees the names of lay delegates who are present at Conference.

4. The committee shall present a **Final Report** not later than the morning of the final day of Conference, naming persons to the Standing Committees to function from the close of the current Conference to the close of the following Conference.
5. In presenting its reports, the committee should designate the first person named as chairman, and the second person named as secretary. If either the chairman or secretary is not in attendance, the next named person usually takes his place. Attention should be given to this possibility in the order given to the listed names.
6. When reports referred to committees contain specific recommendations, these recommendations must be reported back to Conference by the committees in some form. The committees may propose that such recommendations be adopted, defeated, or amended. Any proposed amendments to such recommendations should be clearly presented and definitely related to the original recommendation.
7. Carefully prepare your reports from all information available and on the basis of all committee discussion. Recommendations to be included should be formally adopted by proper vote of the committee. Recommendations should be consecutively numbered. Recommendations referred back to the committee should be given their original number when presented to Conference after referral.
8. The reports should be approved in their final form before public presentation. Please check spelling, be sure that initials of individuals are correct (these may be found in the directory) and that any references or titles are accurate.
9. Inform the Committee on Program when each report is ready.
10. The committee chairman or secretary must be present for the reading of the committee's reports when they are on the agenda and are called for by the chairman. The committee should be prepared to answer questions from delegates related to the reports.
11. Distribute copies of your reports as follows prior to the reading of the reports:
  - Board Representative (1 copy)
  - Conference Chairman (1 copy)
  - Conference Secretaries (3 copies)
  - Rules Committee Members (3 copies)
  - Committee on Program Chairman (1 copy)
  - Conference Committee Chairman (1 copy)
  - Individual reading the report to Conference (1 copy)
  - All Conference Delegates

Enclosures: New Workers List

Committee Report, Previous Conference

## **Guidelines for the Committee on Program – Including Music, Time and Place**

### **Requirements:**

Chairman and Secretary attend meeting with the District Superintendent (usually Monday afternoon of 1<sup>st</sup> day of Conference).

### **Chairman:**

#### **A. Obtain:**

1. Last Conference Report of the Committee on Program
2. Report of the President
3. Report of Delta Lake Bible Conference Center
4. Computer, USB Flash Drive or CD-R, body text: Microsoft Word; 1" margins, Arial 11; no special formatting

#### **B. Preparation:**

1. Prior to Conference, the Program Chairperson must coordinate someone to lead in prayer and/or devotional times, any music leaders that may be needed, and ushers from the host church.
2. Be sure to have a Secretary (if no Secretary, appoint one from within the Committee) and assure that the Secretary has a copy of these Guidelines (electronic copy available upon request).
3. Your committee is responsible for the program and agenda for the entire Conference with ongoing consultation with the District Superintendent.
  - a) Prepare and present agenda for all Business Sessions of Conference including times for sessions and those individuals who will be presenting reports, etc.
  - b) Order of Service for all Public Services, with ongoing consultation with the District Superintendent, and possibly LO&CC, and District Missions Committee.
  - c) Arrange for presentations by agencies and organizations in and outside the Northeastern District in consultation with the District Superintendent. Requested display space for agencies and organizations must be secured in conjunction with the host church.
  - d) Scheduling of reports at Business Sessions and ongoing discussion with committee chairs.
  - e) Select persons to perform during devotions and fasting and prayer opportunities.
  - f) Report of the Committee on Nominations: General Guidelines
    - 1<sup>st</sup> Reading – Tuesday Morning
    - 2<sup>nd</sup> Reading – Tuesday Afternoon; with nominations from the floor.
    - 3<sup>rd</sup> Reading – Wednesday Morning; elections. Announce designated seating for Accredited (voting) Delegates which includes all official workers and lay delegates for distribution of ballots before voting is to occur. Corresponding delegates do not vote.
  - g) Appoint ushers. Consult with the host church to arrange for ushers during public services.
  - h) Prepare a report with the necessary recommendation as to the place for the next Conference. Be sure to express appreciation to the others who extended invitations and ask if it might be possible another year. If invitations are not presented during the early sessions of the Conference, an announcement that your committee would like to receive the same should be made. Carefully review all invitations and make a decision as to which to recommend for the next Conference. Consider the size of the facility to ensure adequate committee meeting rooms for Business Conference years vs. Non-Business years, and consider the time elapsed since Conference was last there. Care should be exercised to locate the Conference in different areas of the District, if possible. Provide a copy of the

“Host Church Preparations” document to the pastor of the church extending the invitation. Invite the pastor to meet with this committee if there are further questions.

- i) Reports should be approved in final form before public presentation. Please check spelling, be sure that initials of individuals are correct (these may be found in the directory) and that any references or titles are accurate. If necessary, your committee reports may be duplicated for distribution to all delegates at the time of presentation. This especially should be considered when a report contains several recommendations, or one or more complex or weighty recommendations.
- j) The committee chairman or secretary must be present for the reading of committee reports when they are on the agenda and are called for by the chairman. The presenting committee should be prepared to answer questions from delegates related to the reports.
- k) See that each committee prepares at least 10 copies of its report and that these are distributed as follows prior to the reading of the report:

Board Representative (1 copy)

Conference Chairman (1 copy)

Conference Secretaries (3 copies)

Rules Committee Members (3 copies)

Conference Committee Chairman (1 copy)

Individual reading the report to Conference (1 copy)

All Conference Delegates (when applicable)

Enclosures: Attendance Form

Workers New to the District since last Conference

Retirement, 25 and 15-year Alliance Ministry listing

Committee Report, Previous Conference

## **GUIDELINES TO DISTRICT CONFERENCE TELLERS**

Tellers will be elected at the time of the First Reading of the Committee on Nominations. A chairman will be designated.

The Chairman is responsible to meet with the elected tellers, and organize them to effectively and speedily provide for:

DISTRIBUTION OF BALLOTS  
COLLECTION OF BALLOTS  
COUNTING AND RECORDING OF BALLOTS  
REPORTING BALLOT RESULTS

### **DISTRIBUTION OF BALLOTS**

1. An official ballot will be supplied by the Committee on Nominations.
2. The tellers should be organized to distribute ballots to all **accredited** delegates as quickly as possible.
3. Accredited delegates will be segregated, and distribution is to be limited to these.

### **COLLECTION OF BALLOTS**

1. The chair will, at a proper time, declare the ballot closed for each office. Collection of ballots must not begin until this action by the chair.
2. The chair will instruct delegates as to the passing of marked ballots to the aisles for collection.
3. Ballots must not leave the hands of the elected tellers from this point until a report is given.

### **COUNTING AND RECORDING OF BALLOTS**

- A. Take ballots to designated room for counting. Chairman shall organize and instruct tellers for speed and accuracy in counting and reporting.
- B. Teams of 3 tellers shall first spread out all folded ballots.
- C. One person shall read the names of person(s) voted for, and the other two shall mark score cards.
- D. Write-in ballots are to be recorded.
- E. If ballot shows **less** than the number of checks to be voted, the ballot is valid and counted.
- F. If ballot shows **more** than the number of checks to be voted, the ballot is void and not counted.

### **REPORTING RESULTS**

1. In reporting the results, list in the order of number of votes received, the largest number first.
2. Tellers report shall include: total number of ballots cast, number needed for election (1 more than half where only one is to be elected) and exact number of ballots cast for each candidate.
3. To elect a District Superintendent requires a 2/3 vote.
4. Report results to the Chairman of Conference as soon as possible.

**RETAIN ALL BALLOTS AND DELIVER THESE TO THE CONFERENCE SECRETARIES.**

## **Guidelines for the Committee on President's Report and Missions**

### **Requirements:**

Chairman and Secretary attend meeting with the District Superintendent (usually Monday afternoon of 1<sup>st</sup> day of Conference).

### **Chairman:**

#### **A. Secure:**

1. Current edition of C&MA Manual
2. Last business year's Conference Committee report
3. Report of the President
4. Report(s) of Nyack College/ATS, possibly Toccoa Falls
5. Report(s) of other C&MA institutions
6. Computer, USB Flash Drive or CD-R, body text: Microsoft Word; 1" margins, Arial 11; no special formatting.

#### **B. Preparation:**

1. Be sure to have a Secretary (if no Secretary, appoint one from within the Committee) and assure that the Secretary has a copy of these *Guidelines* (electronic copy available upon request).
2. Request one or more Board/College/ATS representation to act as consultants for your Committee agenda
3. Accommodate other interested accredited delegates who wish to attend your committee.
4. Seek Rules Committee and other District Conference and/or denominational material where necessary in preparation of your report to Conference
5. Confer with officer/Board representation before proposing legislation affecting their work
6. If applicable, give copy of proposed legislation affecting District budget to Committee on Finance, Budget and Audit as early as possible.
7. It is the responsibility of your Committee Secretary to provide sufficient copies of your report for distribution

#### **C. Function:**

1. Carefully prepare your report from all information available and on the basis of all committee discussion. Recommendations to be included should be formally adopted by proper vote of the committee. Recommendations should be consecutively numbered. Recommendations referred back to the committee should be given their original number when presented to Conference after referral. The report does not need to contain any recommendations.
2. When reports referred to committees contain specific recommendations, these recommendations must be reported back to Conference by the committees in some form. The committees may propose that such recommendations be adopted, defeated, or amended. Any proposed amendments to such recommendations should be clearly presented and definitely related to the original recommendation.
3. The report should be approved in its final form before public presentation. Please check spelling, be sure that initials of individuals are correct (these may be found in directories) and that any references or titles are accurate. By committee action, its report may be duplicated for distribution to all delegates at the time of its presentation (this especially considered when report contains several recommendations, or one or more complex or weighty recommendations).
4. Inform the Committee on Program when report is ready.

5. The committee chairman or secretary must be present for the reading of the committee's report when it is on the agenda and is called for by the chairman. The committee should be prepared to answer questions from delegates related to the report.

6. Distribute copies (12 or more) of your report as follows prior to the reading of the report:

Board Representative (1 copy)

Conference Committee Chairman (1 copy)

Conference Chairman (1 copy)

Committee on Program Chairman (1 copy)

Conference Secretaries (3 copies)

Rules Committee Members (3 copies)

All Conference Delegates (when applicable)

Individual reading the report to Conference (1 copy)

Enclosures: Committee Report  
Previous Business Conference

## **Guidelines for the Committee on General Legislation** **(Including Credentials and Superintendent's Report)**

### **Requirements:**

Chairman and Secretary attend meeting with the District Superintendent (usually Monday morning of 1<sup>st</sup> day of Conference).

You will be guided by the *Manual, Uniform Constitution for Districts*, Article II., Section 1. *District Conference*, A., *Accredited Delegates* and B. *Corresponding Delegates* (A4-2, 3) in the listing of Conference delegates. Your report should contain the number of accredited delegates and corresponding delegates and should contain the following resolution to be adopted:

"We move that the Report of the Committee on General Legislation be adopted and the portion of this report containing the list of delegate names be posted on the bulletin board in lieu of reading at this time. Also, that the Committee be authorized to add to this list the names of delegates who are properly accredited and who are eligible in accordance with the *C&MA Manual, Uniform Constitution for Districts, Article II. Organization and Government, Section 1. District Conference* (A4-2, 3)."

### **Chairman:**

#### **A. Obtain:**

1. Last Conference Report of the Committee on General Legislation
2. Report of the District Superintendent, Report of the District Executive Committee and any other reports referred to your committee
3. Copies of Conference Sign-In Attendance Sheets
4. Computer, USB Flash Drive or CD-R, body text: Microsoft Word; 1" margins, Arial 11; no special formatting

#### **B. Preparation:**

1. Be sure to have a Secretary (if no Secretary, appoint one from within the Committee) and assure that the Secretary has a copy of these *Guidelines* (electronic copy available upon request).
2. Request one or more District Committee chairs/members and /or Board representation to act as consultants for your Committee agenda.
3. Accommodate other interested accredited delegates who wish to attend your committee.
4. Seek Rules Committee and other District Conference and/or denominational material where necessary in preparation of your report to Conference.
5. Confer with officer/Board representation before proposing legislation affecting their work.
6. If applicable, give copy of proposed legislation affecting District budget to Committee on Finance and Budget as early as possible.
7. It is the responsibility of your Committee Secretary to provide sufficient copies of your report for distribution.

#### **C. Function:**

1. Carefully prepare your report from all information available and on the basis of all committee discussion. Recommendations to be included should be formally adopted by proper vote of the committee. Recommendations should be consecutively numbered. Recommendations referred back to your committee should be given their original number when presented to Conference after referral. All recommendations must be cleared through the Rules Committee. The report does not need to contain any recommendations.

2. When reports referred to committees contain specific recommendations, these recommendations must be reported back to Conference by the committees in some form. The committees may propose that such recommendations be adopted, defeated, or amended. Any proposed amendments to such recommendations should be clearly presented and definitely related to the original recommendation. Amendments can be made by indicating strike through of words to be deleted in the original recommendation, and showing in bold italic words that are being added.
3. The list of accredited delegates should be put in proper alphabetical order in preparation of the report. Be sure to include the correct title and proper spelling of the name including middle initial. The list of Corresponding delegates should be limited to the following:
  - a. Such representatives of contributing societies as the District Conference may invite;
  - b. Any member of the C&MA in regular attendance at the sessions of Conference;
  - c. Wives of Official Workers not otherwise credentialed;
  - d. Members of the National Office staff;
  - e. Others who may be presented by the Board of Directors, DEXCOM, or your Committee;
  - f. Missionaries of the C&MA who may be able to attend.
4. The report should be approved in its final form before public presentation. By committee action, its report may be duplicated for distribution to all delegates at the time of its presentation (this especially should be considered when the report contains several recommendations, or one or more complex or weighty recommendations).
5. Inform the Committee on Program when report is ready.
6. The committee chairman or secretary must be present for the reading of the committee's report when it is on the agenda and is called for by the chairman. The committee should be prepared to answer questions from delegates related to the report.
7. Distribute copies (12 or more) of your report as follows prior to the reading of the report:
  - Board Representative (1 copy)
  - Conference Chairman (1 copy)
  - Conference Secretaries (3 copies)
  - Rules Committee Members (3 copies)
  - Committee on Program Chairman (1 copy)
  - Conference Committee Chairman (1 copy)
  - Individual reading the report to Conference (1 copy)
  - Post on bulletin board (1 copy)
  - All Conference Delegates (when applicable)

Enclosure: Last Conference Committee Report

## Guidelines for the Committee on Finance, Budget, and Audit

### Requirements:

Chairman and Secretary attend meeting with the District Superintendent (usually Monday afternoon of 1<sup>st</sup> day of Conference).

### Chairman:

#### A. Secure:

1. Current edition of C&MA Manual
2. Last business year's Conference Committee report
3. All records related to the treasurers of the funds of the **C&MA Men's Ministry** and **Alliance Women Ministries** -- contact their treasurers and inform them that their books are to be submitted to you as soon as possible. If needed, request the treasurers of these funds to sit with your committee for consultation.
4. Secure a copy of the Report of the District Treasurer and any other reports containing matters related to finance and budget.
5. Computer, USB Flash Drive or CD-R, body text: Microsoft Word; 1" margins, Arial 11; no special formatting.

#### B. Preparation:

1. Be sure to have a Secretary (if no Secretary, appoint one from within the Committee) and assure that the Secretary has a copy of these *Guidelines* (electronic copy available upon request).
2. If needed, request one or more of the following to sit with your committee for consultation: District Superintendent, District Treasurer
3. Accommodate other interested accredited delegates who wish to attend your committee.
4. Seek Rules Committee and other District Conference and/or denominational material where necessary in preparation of your report to Conference
5. Confer with officer representation before proposing legislation affecting their work. If other committees are making recommendations that would relate to the District budget, a copy of their proposed legislation should be given to your committee as early as possible.
6. It is the responsibility of your Committee Secretary to provide sufficient copies of your report for distribution.

#### C. Function:

1. Review the District books of the **C&MA Men's Ministry** and **Alliance Women Ministries** for the preceding TWO calendar years. They may be covered easily in part of one day.
2.
  - a. Carefully prepare your report from all information available and on the basis of all committee discussion. Recommendation(s) to be included should be formally adopted by proper vote of the committee. Recommendation(s) should be consecutively numbered. Recommendations referred back to the committee should be given their original number when presented to Conference after referral.
  - b. When reports referred to committees contain specific recommendations, these recommendations must be reported back to Conference by the committees in some form. The committees may propose that such recommendations be adopted, defeated, or amended. Any proposed amendments to such recommendations should be clearly presented and definitely related to the original recommendation.

3. The report should be approved in its final form before public presentation. Please check spelling, be sure that initials of individuals are correct (these may be found in directories) and that any references or titles are accurate. By committee action, its report may be duplicated for distribution to all delegates at the time of its presentation (this especially should be considered when your report contains several recommendations, or one or more complex or weighty recommendations).
4. Inform the Committee on Program when report is ready.
5. The committee chairman or secretary must be present for the reading of the committee's report when it is on the agenda and is called for by the chairman. The committee should be prepared to answer questions from delegates related to the report.
6. Distribute copies (12 or more) of your report as follows prior to the reading of the report:
  - Board Representative (1 copy)
  - Conference Committee Chairman (1 copy)
  - Conference Chairman (1 copy)
  - Committee on Program Chairman (1 copy)
  - Conference Secretaries (3 copies)
  - Rules Committee Members (3 copies)
  - All Conference Delegates (when applicable)
  - Individual reading the report to Conference (1 copy)

Enclosures:    Committee Report  
                  Previous business Conference

## **Guidelines for the Committee on Disciplemaking Ministries**

**(Including Prayer, Evangelism, Lay Ministries, Memorials, Delta Lake Program)**

### **Requirements:**

Chairman and Secretary attend meeting with the District Superintendent (usually Monday afternoon of 1<sup>st</sup> day of Conference).

### **Chairman:**

#### **A. Obtain:**

1. Last Conference Report of the Committee on Disciplemaking Ministries
2. Copies of all reports related to the committee's work including the reports of the:
  - District Superintendent
  - District Disciplemaking Ministries Committee
  - District Evangelism Committee
  - Director of the Great Commission Women
  - C&MA Men's Ministry
  - Delta Lake Executive Director

This committee is responsible to report on all committee matters related to Disciplemaking Ministries.

3. Consult with the Chairman of the Committee on Program relative to scheduling and leading special prayer sessions, with music personnel.
4. Computer, USB Flash Drive or CD-R, body text: Microsoft Word; 1" margins, Arial 11; no special formatting.

#### **B. Preparation:**

1. Be sure to have a Secretary (if no Secretary, appoint one from within the Committee) and assure that the Secretary has a copy of these *Guidelines* (electronic copy available upon request).
2. If needed, request one or more of the appropriate District Directors / Chair(s) / Members to sit with your committee for consultation:
  - District Superintendent
  - Disciplemaking Ministries
  - Evangelism
  - Delta Lake Executive Director or Board of Directors
  - Great Commission Women
  - C&MA Men's Ministry
  - C&MA Board of Directors Representative

3. Accommodate other interested accredited delegates who wish to attend your committee.
4. Seek Rules Committee and other District Conference and/or denominational material where necessary in preparation of your report to Conference.
5. Confer with officer/Board representation before proposing legislation affecting their work.
6. If applicable, give copy of proposed legislation affecting District budget to Committee on Finance, Budget and Audit as early as possible.
7. It is the responsibility of your Committee Secretary to provide sufficient copies of your report for distribution.

#### **C. Function:**

1. Carefully prepare your report from all information available and on the basis of all committee discussion. Recommendations to be included should be formally adopted by proper vote of the

committee. Recommendations should be consecutively numbered. Recommendations referred back to the committee should be given their original number when presented to Conference after referral. All recommendations must be cleared through the Rules Committee. The report does not need to contain any recommendations.

2. The **list of deceased** in your report should include those whose passing has been from Conference last year to the date of your report; consult last year's report to avoid duplication of names. Include an appropriate expression of sympathy for loved ones and appreciation for the ministries of the deceased in your committee's report.
3. When reports referred to committees contain specific recommendations, these recommendations must be reported back to Conference by the committees in some form. The committees may propose that such recommendations be adopted, defeated, or amended. Any proposed amendments to such recommendations should be clearly presented and definitely related to the original recommendation.
4. If the committee is making recommendations that would relate to the District budget, a copy of the proposed legislation should be given to the Committee on Finance, Budget and Audit as early as possible.
5. The report should be approved in its final form before public presentation. Please check spelling, be sure that initials of individuals are correct (these may be found in directories) and that any references or titles are accurate. If necessary your committee report may be duplicated for distribution to all delegates at the time of presentation. This especially should be considered when the report contains several recommendations, or one or more complex or weighty recommendations.
6. Inform the Committee on Program when report is ready.
7. The committee chairman or secretary must be present for the reading of the committee's report when it is on the agenda and is called for by the chairman. The committee should be prepared to answer questions from delegates related to the report.
8. Distribute copies (11 or more) of your report as follows prior to the reading of the report:
  - Board Representative (1 copy)
  - Conference Chairman (1 copy)
  - Conference Secretaries (3 copies)
  - Rules Committee Members (3 copies)
  - Committee on Program Chairman (1 copy)
  - Conference Committee Chairman (1 copy)
  - Individual reading the report to Conference (1 copy)
  - All Conference Delegates (when applicable)
  - cc: Committee on Program

Enclosure: Last Conference Committee Report

## **Guidelines for the Committee on Church Health and Multiplication**

### **Requirements:**

Chairman and Secretary attend meeting with the District Superintendent (usually Monday afternoon of 1<sup>st</sup> day of Conference).

### **Chairman:**

#### **A. Secure:**

1. Current edition of C&MA Manual
2. Last business year's Conference Committee report
3. Copies of all reports related to the committee's work including the reports of the:  
District Superintendent, CMTeam, President -- Church Ministries Strategic Plan Update  
and any other reports containing matters related to church health and multiplication.
4. Computer, USB Flash Drive or CD-R, body text: Microsoft Word; 1" margins, Arial 11; no special formatting.

#### **B. Preparation:**

1. Be sure to have a Secretary (if no Secretary, appoint one from within the Committee) and assure that the Secretary has a copy of these *Guidelines* (electronic copy available upon request).
2. If needed, request one or more of the following to sit with your committee for consultation:  
District Superintendent, C&MA Board of Directors Representative, Church Planting Pastors
3. Accommodate other interested accredited delegates who wish to attend your committee.
4. Seek Rules Committee and other District Conference and/or denominational material where necessary in preparation of your report to Conference
5. Confer with officer/Board representation before proposing legislation affecting their work
6. If applicable, give copy of proposed legislation affecting District budget to Committee on Finance, Budget and Audit as early as possible.
7. It is the responsibility of your Committee Secretary to provide sufficient copies of your report for distribution.

#### **C. Function:**

1. Carefully prepare your report from all information available and on the basis of all committee discussion. Recommendations to be included should be formally adopted by proper vote of the committee. Recommendations should be consecutively numbered. Recommendations referred back to the committee should be given their original number when presented to Conference after referral. The report does not need to contain any recommendations.
2. When reports referred to committees contain specific recommendations, these recommendations must be reported back to Conference by the committees in some form. The committees may propose that such recommendations be adopted, defeated, or amended. Any proposed amendments to such recommendations should be clearly presented and definitely related to the original recommendation.
3. The report should be approved in its final form before public presentation. Please check spelling, be sure that initials of individuals are correct (these may be found in directories) and that any references or titles are accurate. By committee action, its report may be duplicated for distribution to all delegates at the time of its presentation (this especially considered when report contains several recommendations, or one or more complex or weighty recommendations).
4. Inform the Committee on Program when report is ready.

5. The committee chairman or secretary must be present for the reading of the committee's report when it is on the agenda and is called for by the chairman. The committee should be prepared to answer questions from delegates related to the report.
6. Distribute copies (12 or more) of your report as follows prior to the reading of the report:
  - Board Representative (1 copy)
  - Conference Committee Chairman (1 copy)
  - Conference Chairman (1 copy)
  - Committee on Program Chairman (1 copy)
  - Conference Secretaries (3 copies)
  - Rules Committee Members (3 copies)
  - All Conference Delegates (when applicable)
  - Individual reading the report to Conference (1 copy)

Enclosures: Committee Report

Previous Business Conference

## **Guidelines for the Committee on Nominations**

### **Requirements:**

Chairman and Secretary attend meeting with the District Superintendent (usually Monday morning of 1<sup>st</sup> day of Conference).

### **Chairman:**

#### **A. Obtain:**

1. DEXCOM District Committee replacement appointments.
2. List of workers ordained 12 years or more.
3. National Office *General Council* Committee Representation.
4. Last Business Conference: Committee report, ballots, *Council* committee District questionnaire.
5. The proper resolution for the election of the Board of Directors of the Corporation (see previous year's report) to be included in your committee's report.
6. District Directory: check spelling of nominees, be sure that initials of individuals in your report are correct and that any references or titles are accurate.
7. A computer or whiteboard for use in recording any nominations from the floor. Nominations from the floor will be in order at the time of the *Second Reading* (Tuesday afternoon).
8. Computer, USB Flash Drive or CD-R, body text: Microsoft Word; 1" margins, Arial 11; no special formatting.
9. Consent of each nominee before your report is presented, except possibly in cases where the nominee is the incumbent. Ask people ahead of time concerning their going to General Council for sure, planning to arrive a day early for committee meetings.

#### **B. Preparation:**

1. Be sure to have a Secretary (if no Secretary, appoint one from within the Committee) and assure that the Secretary has a copy of these *Guidelines* (electronic copy available upon request).
2. Request one or more District Committee chairs/members and/or Board representation to act as consultants for your Committee agenda.
3. Accommodate other interested accredited delegates who wish to attend your committee.
4. Seek Rules Committee and other District Conference and/or denominational material where necessary in preparation of your report to Conference. Consult District Bylaws to determine stated qualifications, terms of office, rules of tenure, number to be elected, and other conditions relating to each office.
5. It is the responsibility of your Committee Secretary to provide sufficient copies of your report for distribution and proper duplicated ballots for the use of delegates in the election.

#### **C. Function:**

1. a. The Committee on Nominations shall place in nomination one name for each of the following offices, including the term of office in each case:
  - District Superintendent (when applicable)
  - District Secretary
  - District Treasurer
  - District Executive Committee
  - License, Ordination, and Consecration Council
  - Church Multiplication Team
  - Disciplemaking Ministries Committee
  - Evangelism Committee

Missions Committee  
 Representation on Council Committees (when applicable)  
 Great Commission Women District Director (when applicable)  
 C&MA Men's Ministry District Coordinators (when applicable)

- b. Nominate a slate of tellers as part of your *First Reading*. A recommendation that these be elected immediately should be included in your report. You should nominate a number which will provide at least one teller for each twenty (20) delegates. Your committee should designate the first name presented as Chairman of the Tellers who, upon election, should be given instruction as needed by this committee.
- c. "Present two names and one alternate for election to the Committee on Temporary and Standing Committees. These shall be elected in the same manner and for the same term as the other Standing Committees." (District Bylaws, Article II, C.)

2. The FIRST READING of the report of this committee shall not be later than Tuesday Morning. The SECOND READING shall be the FIRST ITEM of business Tuesday Afternoon. Elections should be the FIRST ITEM of business on WEDNESDAY Morning.

3. Carefully prepare your report from all information available and on the basis of all committee discussion. For reference, consult the last Conference committee report. Recommendations to be included should be formally adopted by proper vote of the committee. Recommendations should be consecutively numbered, even if the report comes to Conference in more than one section; example: if the committee presents a partial report with Recommendations No. 1 and No. 2, any recommendations included in a supplementary report would be numbered No. 3, No. 4, etc. Recommendations referred back to the committee should be given their original number when presented to Conference after referral.

4. The committee shall provide information to Conference regarding retiring members of elected committees, those not eligible for re-election, and any other data needed for proper election.

5. The report should be approved in its final form before public presentation.

6. Inform the Committee on Program when your committee's report is ready.

7. The committee chairman or secretary must be present for the reading of the committee's report when it is on the agenda and is called for by the chairman. The committee should be prepared to answer questions from delegates related to the report.

8. Duplicate and distribute copies of your report as follows prior to the reading of the report:

- |  |  |
|--|--|
| Board Representative (1 copy)          | Conference Secretaries (3 copies)                    |
| Conference Committee Chairman (1 copy) | Rules Committee Members (3 copies)                   |
| Conference Chairman (1 copy)           | Individual reading the report to Conference (1 copy) |
| Committee on Program Chairman (1 copy) | All Conference Delegates                             |

Enclosures:

List of Workers Ordained 12 Years or More  
 DEXCOM District Committee replacement appointments  
 National Office *General Council* Committee Representation  
 Previous Conference Samples:

Northeastern District Representation on General Council Committees  
 Questionnaire  
 Report of the Committee on Nominations  
 Ballots

## Guidelines for the Committee on Resolutions

### Requirements:

Chairman and Secretary attend meeting with the District Superintendent (usually Monday afternoon of 1<sup>st</sup> day of Conference).

### Chairman:

#### **A. Obtain:**

1. Last Conference Report of the Committee on Resolutions
2. Names of individuals or groups your report should include from the local host, Committee on Program, District Superintendent, etc.
3. Computer, USB Flash Drive or CD-R, body text: Microsoft Word; 1" margins, Arial 11; no special formatting.

#### **B. Preparation:**

1. Be sure to have a Secretary (if no Secretary, appoint one from within the Committee) and assure that the Secretary has a copy of these *Guidelines* (electronic copy available upon request).
2. Accommodate interested accredited delegates who wish to attend your committee.
3. Prepare a carefully worded and complete resolution of **thanks** and **appreciation**, including the host church and pastor, musicians, speakers, official visitors, Board Representative, secretarial staff, city officials, news media, etc. from all information available and on the basis of all committee discussion and vote of the committee, when applicable.
4. Seek Rules Committee and other District Conference and/or denominational material where necessary in preparation of your report to Conference.
5. It is the responsibility of your Committee Secretary to provide sufficient copies of your report for distribution.

#### **C. Function:**

1. The report should be approved in its final form before public presentation. Please check spelling, be sure that initials of individuals are correct (these may be found in directories) and that any references or titles are accurate.
2. Inform the Committee on Program when report is ready.
3. The committee chairman or secretary must be present for the reading of the committee's report when it is on the agenda and is called for by the chairman. The committee should be prepared to answer questions from delegates related to the report.
4. If additions are made from the floor at the time of your report's first reading, these additions represent amendments to your report. Your report must be rewritten to reflect these amendments and a corrected copy given to the Conference Secretaries.
5. The committee chairman or secretary should be prepared to read the corrected report in the final public service of Conference.
6. Distribute copies (11 or more) of your report as follows prior to the reading of the report:

Board Representative (1 copy)	Conference Committee Chairman (1 copy)
Conference Chairman (1 copy)	Committee on Program Chairman (1 copy)
Conference Secretaries (3 copies)	All Conference Delegates (when applicable)
Individual reading the report (1 copy)	Rules Committee Members (3 copies)

Enclosure: Last Conference Committee Report

## Guidelines for the Rules Committee

### Requirements:

Chairman and Secretary attend meeting with the District Superintendent (usually Monday afternoon of 1<sup>st</sup> day of Conference).

### Chairman:

#### **A. Secure:**

1. Current edition of C&MA Manual
2. Last business year's Conference Committee report
3. Computer, USB Flash Drive or CD-R, body text: Microsoft Word; 1" margins, Arial 11; no special formatting.

#### **B. Preparation:**

1. Be sure to have a Secretary (if no Secretary, appoint one from within the Committee) and assure that the Secretary has a copy of these *Guidelines* (electronic copy available upon request).
2. Accommodate other interested accredited delegates who wish to attend your committee.
3. It is the responsibility of your Committee Secretary to provide sufficient copies of your report for distribution.

#### **C. Function:**

1. Matters will be referred to you from Conference from time to time. It is suggested that for any matters referred, you prepare three copies so that each member of the Rules Committee may be able to give proper consideration and study.
2. Legislation does not originate in the Rules Committee.
3. In reporting to the District and Prayer Conference proposed amendments to the Bylaws and Policies that have been referred to your committee, you are free to make editorial changes in order that you may clearly state the Bylaw or Policy to be amended, giving article, section, and page in the District Bylaws and Policies and quoting the original in full, following which the proposed amendment is given.

However, if the editorial change affects the intent and meaning of the resolution referred to you, you should clearly inform the Conference of this change.

4. Be prepared to give a report to Conference indicating that your committee has examined all legislation presented to Conference and finds it in proper order.
5. Carefully prepare your report from all information available and on the basis of all committee discussion and approval.
6. Inform the Committee on Program when your report is ready.
7. The committee chairman or secretary must be present for the reading of the committee's report when it is on the agenda and is called for by the chairman. The committee should be prepared to answer questions from delegates related to the report.
8. Distribute copies (12 or more) of your report as follows prior to the reading of the report:

Board Representative (1 copy)	Conference Committee Chairman (1 copy)
Conference Chairman (1 copy)	Committee on Program Chairman (1 copy)
Rules Committee Members (3 copies)	Conference Secretaries (3 copies)
Individual reading report to Conference (1 copy)	All Conference Delegates (when applicable)

Enclosures: Committee Report, Previous Conference

# **DEXCOM POLICIES**

## **ARTICLE I – MINISTRY DESCRIPTIONS**

### **A. DISCIPLEMAKING SPECIALIST, KEY RESPONSIBILITIES**

Under the direction of the Superintendent, the Director of Disciplemaking Ministries will seek to encourage disciplemaking by:

1. Serving as chairperson and providing leadership and vision for the District Disciplemaking Ministries Committee;
2. Connecting, resourcing and releasing committee members and ministry leaders throughout the district to
  - a. Develop, manage and assess disciplemaking events which include all age-levels of adult, youth and children;
  - b. Increase training at the district and local levels by teaching at events, contributing to the district newsletter and relaying content from national conferences; and
  - c. Provide consultations to ministry leaders to assist in the development of their local disciplemaking ministries.
3. Serving at the pleasure of the Superintendent with confirmation of DEXCOM. Term to run concurrently with the Superintendent.

### **B. ASSISTANT TO THE DISTRICT SUPERINTENDENT, KEY RESPONSIBILITIES**

Under the direction of the Superintendent, the Assistant to the District Superintendent will seek to make growth happen by:

1. Mentoring pastors of developing and revitalization churches as assigned by the Superintendent;
2. Leading pastors and boards of developing and revitalization churches to create and implement a strategic ministry plan as assigned by the Superintendent;
3. Coaching workers personally and encouraging peer-to-peer coaching between them;
4. Attending DEXCOM as a non-voting member;
5. Attending CMTeam meetings to report and coordinate church health efforts;
6. Performing any church health, multiplication, or judicatory ministries assigned by the Superintendent;
7. Serving at the pleasure of the Superintendent with confirmation of DEXCOM. Term to run concurrently with the Superintendent.
8. Meet regularly with the Superintendent.

### C. MINISTRY SPECIALIST, KEY RESPONSIBILITIES

Under the direction of the Superintendent, the Ministry Specialist will:

1. Act as resource and educator for **leadership development** in the District, giving special attention to mentoring ministry women in all roles;
2. Administrate District **education** programs including the Ministerial Studies Program (MSP), continuing education, ordination/consecration coursework, and on-line courses;
3. Work with the Superintendent to manage **human resources** including assessment of ministry candidates and their placement;
4. Oversee District **business management**: prepare budget, submission to auditors, properties management, purchasing, expense authorization with Superintendent, payroll oversight, act as second chair Bookkeeper, or delegate above tasks as appropriate to business assistant or others;
5. Attend DEXCOM as a non-voting member and other committees as needed;
6. Perform administrative or ministry functions as assigned by the Superintendent;
7. Report to the Superintendent at least weekly with summaries given to DEXCOM for information;
8. Serve at the pleasure of the Superintendent with confirmation of appointment by DEXCOM, with length of employment to run concurrently with that of the Superintendent.

### D. MISSIONS MOBILIZER, KEY RESPONSIBILITIES

Under the direction of the Superintendent, and in cooperation with the District Missions Committee and Global Link, the Missions Mobilizer will seek to make missions engagement happen in the District by giving attention to the following duties:

1. Making regular personal contact with District pastors and local churches to promote missions engagement;
2. Assessing each church regarding missions engagement, incorporating feedback from missionaries and churches on local church tours and conferences, and information on missions giving as reported by the National Office;
3. Developing and offering a range of presentations on the international work of the Alliance to make to congregations, and encouraging local churches to make use of the district speaker's bureau;
4. Providing training events for local church missions committees and oversee others to do the same;
5. Attending District Missions Committee Meetings and provide a report on activities including visits to churches, pastors, boards, and missions committees;
6. Serving at the pleasure of the District Superintendent with nominations for said role to be invited from the District Missions Committee, confirmation of appointment by DEXCOM, and term to run concurrent with that of the Superintendent.
7. Meet regularly with the District Superintendent.

## **E. REGIONAL POINT MEN, KEY RESPONSIBILITIES**

Under the direction of the Superintendent, the Regional Point Men (RPMs) will seek to make kingdom growth happen in the District by giving attention to the following duties:

1. Assess and monitor kingdom growth in eastern, central, and western regions of the District;
2. Give kingdom growth leadership to the District by pursuing opportunities in their own churches;
3. Provide kingdom growth consultation to the Superintendent, pastors, and churches;
4. Assist the Superintendent with specific kingdom growth opportunities;
5. Report directly to the Superintendent;
6. Serve at the pleasure of the Superintendent. It is assumed that the normal pastoral duties of the RPMs take precedence over District work, and that District work is done as the pastors are available in consultation with their church elder boards.

## **F. STRATEGIC GROWTH SPECIALIST, KEY RESPONSIBILITIES**

Under the direction of the Superintendent, the Strategic Growth Specialist will seek to make growth happen by:

1. Identifying growth opportunities for new and existing churches and developing specific strategic plans to exploit them;
2. Identifying persons with traits and talents for initiating and developing to deploy in these opportunities;
3. Mentoring the above persons to increase their capacity and effectiveness for strategic growth;
4. Coaching the above persons and churches in the implementation of specific strategic growth plans;
5. Attending CMTeam as an *ex-officio* member and DEXCOM as a non-voting member;
6. Performing any church health, multiplication, or judicatory ministries assigned by the Superintendent;
7. Reporting in writing to DEXCOM at their regular meetings;
8. Serving at the pleasure of the Superintendent with confirmation of appointment by DEXCOM, with term of office to run concurrently with that of the Superintendent.
10. Meet regularly with the Superintendent.

## **G. DIRECTOR OF ALLIANCE WOMEN, KEY RESPONSIBILITIES**

Under the direction of the Superintendent, the Director of Alliance Women (AW) will:

1. Provide leadership and vision for the District Alliance Women in fulfillment of the AW District Director Ministry Description document;
2. Provide nominations for the AW leadership team to be confirmed by DEXCOM at the Superintendent's recommendation;
3. Prepare and conduct an annual strategy meeting with the Superintendent, the District Missions Mobilizer, and the AW leadership team to coordinate initiatives;
4. Oversee all components of AW finances and budget which are to be run separately from that of the District;
5. Attend District Missions Committee Meetings and provide a report on Alliance Women Activity;
6. Provide quarterly written reports to DEXCOM and an annual report to District and Prayer Conference;
7. Serve at the pleasure of the Superintendent with length of appointment to run concurrently with that of the Superintendent.

## **ARTICLE II – CHURCH BUILDING AND REAL PROPERTY POLICIES**

- A. The DEXCOM shall appoint building committees as needed that are available to give consultation and advice to churches within their area when a church is entering into a building program.
- B. Any church planning to repair, remodel, or build a structure, or planning to purchase real estate with a projected cost exceed 25% of the previous year's church operating expenses shall submit to DEXCOM:
  1. Preliminary plans and specifications for the project.
  2. Previous three years and current year to date church financial reports including income, expense, cash on hand and outstanding loans.
  3. The proposed method of financing the project.
- C. Each pastor shall be responsible for advising his governance authority and Building Committee of these policies.
- D. When a mortgage debt is incurred in the name of the District, the additional contingent liabilities to be incurred will be reviewed and considered by the Board of Directors of the District.

## **ARTICLE III – ESTABLISHMENT OF AUXILIARY CORPORATIONS**

### **Background:**

Occasionally a church may consider the establishment of an auxiliary corporation for the purpose of outreach, education, etc. There may be potential benefits from such an action and also pitfalls to be considered and avoided. This policy is intended to maximize the benefits and to avoid or minimize the pitfalls. Northeastern District churches considering establishing subsidiaries should recognize the risk and complexity of such an action, prayerfully and realistically evaluating the ability of the church to take it on and adequately oversee it.

**Policy:**

No accredited Northeastern District Church may establish a subsidiary corporation without the knowledge and prior approval of the District Executive Committee (DEXCOM). The following requirements must be met before the DEXCOM will consider approving such establishment:

1. A church considering the possibility of the establishment of an auxiliary corporation shall contact the District Superintendent before proceeding.
2. Upon the decision by a church Governance Authority to pursue establishment of a subsidiary corporation, they shall notify the DEXCOM through the District Superintendent for guidance and consultation.
3. The church must provide the DEXCOM with clear statements of purpose and vision for the subsidiary.
4. A complete business plan, including financial plans and projections, must be submitted.
5. Minutes of church Governance Authority and Congregational meetings indicating approval for the subsidiary (including approval of business plan, financing, leases or purchases of property, renovation or construction plans, etc.) must be submitted to DEXCOM.
6. Documentation that appropriate legal counsel has been received and followed must be submitted to DEXCOM.
7. All documents including at least those related to incorporation, bylaws, lease or purchase of property, financing, governmental approvals and tax forms must be submitted to DEXCOM for review prior to execution.
8. All of the above must be available to DEXCOM at least 90 days prior to the planned date of incorporation.
9. Upon receipt of and/or compliance with all of the above, DEXCOM shall approve, or disapprove the incorporation or, if necessary, request more information from, or additional follow-up by, the church.

**ARTICLE IV – CONFLICTS OF INTEREST**

- I. **Disclosure of Interests.** Each officer of The Northeastern District of The Christian and Missionary Alliance, whether elected or appointed, and each member of The Northeastern District Executive Committee (DEXCOM) of The Christian and Missionary Alliance shall disclose in writing to the DEXCOM (or to the parties to which the DEXCOM has delegated authority and responsibility for such matters) the nature and extent of all interests he/she may have in any corporation, business, or organization having a business or fraternal relationship with The Northeastern District of The Christian and Missionary Alliance or that is connected with and subordinate to The Northeastern District of The Christian and Missionary Alliance other than accredited churches (a “Related Entity”) as defined herein. An officer of The Northeastern District of The Christian and Missionary Alliance or member of the DEXCOM shall be deemed to have an interest in a Related Entity if he/she (or any member of his/her immediate family) has a legal, equitable, or fiduciary interest in or position with the Related Entity, including, but not limited to, as a director, officer, shareholder, partner, trustee, beneficiary, employee, agent, or representative of the Related Entity.
- II. **Time and Manner of Disclosure.** Disclosure is to be made by the officers of The Northeastern District of The Christian and Missionary Alliance and members of the DEXCOM within 30 days of the date they become officers or members as to any interest then existing or within 30

days after such interest is acquired. The DEXCOM shall prepare a form to serve as a guide for disclosing the information required, in which case the disclosure shall be made on such form as same may be revised from time to time. The information disclosed in the form shall be treated as confidential and not disclosed (except to the extent disclosure is required for a legitimate business purpose) and shall remain on file with the corporate secretary.

- III. **Abstention from Discussion and Voting.** In the event that the DEXCOMs' discussion centers on, or is related to, a Related Entity, each member or officer having an interest in the Related Entity shall, after due expression of his/her concerns and after opportunity for questions is given, excuse himself/herself from the room during further debate and subsequent vote. The member or officer may be allowed to participate in the debate and to vote on the matter in question whenever, in the judgment of at least two-thirds of the remaining members of the DEXCOM, the best interests of The Northeastern District of The Christian and Missionary Alliance would be served thereby.

#### **ARTICLE V – AMENDMENTS**

Amendments, not in conflict with the *Manual of The Christian and Missionary Alliance*, District Bylaws, or Conference Policies may be made by a two-thirds majority of the DEXCOM.

Policies, DEXCOM Feb. 13, 2018; edited 9.27.2019