

## **QUALIFICATIONS AND RESPONSIBILITIES ADMINISTRATIVE COMMITTEE**

### **QUALIFICATIONS**

1. An AC member should show evidence of love for Jesus Christ and His Word and the works of the General Assembly by prior service in a local church, at Presbytery level and/or on General Assembly level.
2. He should aspire to the office, and be willing and able to commit to the necessary meetings required for the Administrative Committee business (demonstrated by their fulfillment of such requirements in previous offices or committee responsibilities). The AC meets three times a year (October, March and June).
3. He should be willing to promote and support the committee before the churches and presbyteries in word, deed and financial commitment.
4. He should have experience in some of the following: personnel management, accounting, insurance, investment, law, marketing, computer sciences/technologies, fund raising, and stated clerk of presbytery.
5. He should have wisdom and experience in setting policies, goals and objectives, in setting and meeting financial budgets, and in long-range planning.
6. He should complement the broad geographical diversity of the PCA insofar as possible.

### **RESPONSIBILITIES**

- A. WITH REGARD TO PLANNING AND MANAGEMENT:**
1. To recommend policies and oversee planning for the administration of AC operations including manual of operations, personnel, computing for AC, physical space requirements.
  2. To recommend policies for the use and oversee planning and management of the PCA office building for the General Assembly.
  3. To initiate and approve long range planning.
  4. To recommend policies and oversee handling of civil and legal matters for the PCA Corporation and Committee on Administration.
  5. To review the compliance to General Assembly directives and corporation bylaws of Committees and Agencies actions and point out discrepancies.
  6. To give guidelines for local churches and presbyteries in civil and legal matters.
  7. Review of Stated Clerk's/Coordinator's work.

8. To set policies for and approve General Assembly programs and set registration fee.
9. To set policies and oversee the local Assembly Arrangements Committee, including manual for General Assembly Arrangements.
10. To set policies and oversee the planning and operations of the Archives office.
11. To set policies and oversee special projects of service to the PCA constituency such as PCA Directory, Yearbook, and statistics.
12. To set policies and oversee the public relations work of the Stated Clerk and his office.
13. To address all matters relating to the *RAO*, manuals and other matters referred to AC by the General Assembly.
14. To advise the Stated Clerk, as requested, in the referral of matters to the appropriate committees of the General Assembly.
15. To oversee the Stated Clerks' Conference.
16. To oversee the conducting of civil matters which are properly handled by the PRESBYTERIAN CHURCH IN AMERICA (A CORPORATION) according to the policies and directives of the General Assembly.

"The business affairs of the Corporation, as distinguished from the ecclesiastical matters, shall be managed by the Board of Directors, which shall have such powers and duties as are set forth in the charter of the Corporation and the By-laws."

Bylaws, Article III, Section 1.

**B. WITH REGARD TO BUDGET AND FINANCE:**

1. To recommend policies and oversee planning for the AC budget.
2. To review policies for personnel salaries.
3. To oversee the calculating and communicating the GA PARTNERSHIP SHARE (formerly ASKINGS) program.
4. To oversee and participate in raising funds for AC operations.
5. To receive and review the budgets of Assembly Committees and Agencies, to evaluate the proposed budget of each permanent committee and agency and report its considered opinion to the full AC on the adoption thereof.
6. To recommend the auditing firm for the General Assembly Permanent Committees.
7. To recommend policies and oversee the annual AC financial audit.

**QUALIFICATIONS AND RESPONSIBILITIES  
COMMITTEE ON DISCIPLESHIP MINISTRIES**

**JOB SUMMARY:**

To attend CDM meetings, approximately three meetings annually and to oversee the policy and program of CDM and to implement those areas through the Coordinator;

**SPECIFICALLY:**

1. To attend regular meetings
2. To set policy on behalf of General Assembly
3. To work with Coordinator in implementing CDM
4. To pray regularly for the CDM ministry
5. To support and promote CDM's ministry throughout the church
6. To demonstrate a commitment and loyalty to the PCA that will encourage local churches

**QUALIFICATIONS:**

1. A ruling or teaching elder who is committed to the PCA
2. Has a vision for CDM
3. Is knowledgeable in Christian Education, but not necessarily a "professional", leadership skills, discipleship concepts
4. A leader in local church and presbytery

**QUALIFICATIONS AND RESPONSIBILITIES  
COMMITTEE ON CONSTITUTIONAL BUSINESS**

QUALIFICATIONS:

1. A Ruling or Teaching Elder in good standing within the local church and presbytery.
2. A man of spiritual maturity, wisdom and discernment. A man of consistent prayer.
3. One who has a good working knowledge of the Westminster Standards and especially the *Book of Church Order* and *Rules of Assembly Operations*.

DUTIES:

1. Serve as advisor to the Stated Clerk of the General Assembly upon his request between General Assemblies.
2. Give advice on non-judicial references upon request.
3. Advise General Assembly regarding the effect of any proposed amendment to the constitution.
4. Report directly to General Assembly on all constitutional inquiries submitted to it by the GA.
5. A member of CCB should be ready to attend the one meeting in April as well as General Assembly.

**QUALIFICATIONS AND RESPONSIBILITIES  
COVENANT COLLEGE**

1. Candidates must be those who possess a mature walk with the Lord Jesus Christ and commitment to His Word, meet the requirements established by the bylaws of the corporation as approved by the General Assembly of the Presbyterian Church in America.
2. Candidates for the Boards of Trustees should aspire to the office and be willing to commit to the necessary meetings required, as well as to promote the College in their normal activities. Trustees may be asked to work on special projects if their schedules permit.
3. Members of the Boards need to accept and understand thoroughly the importance of integration of faith and learning, the development of a Christian world-and-life view, and the sovereignty of God over all of life.
4. Desirable experience for trustees would include the following: setting policies, goals, and objectives, setting and meeting financial budgets and strategic long-range planning.
5. Trustees must recognize the tremendous financial needs of the annual operating fund and special capital campaigns and should be willing and able to help the College both personally and through their personal influence in these critical areas.
6. Trustees need to recognize the importance of enrollment and be willing and able to encourage prospective students to enroll in the institution by being familiar with various academic and student programs.
7. Members of the Boards of Trustees should be individuals who know and understand the relationship of the various courts in the Presbyterian church and be strong advocates of Christian education and its relationship to evangelism, missions, church planting, and other aspects of the denomination.
8. The Board needs to have a good mix of business and professional people, builders, realtors, investors, industrialists, physicians, clergy, and educators.

**QUALIFICATIONS AND RESPONSIBILITIES  
COVENANT THEOLOGICAL SEMINARY**

1. Candidates must be those who exhibit a mature walk with the Lord Jesus Christ, evidence commitment to His Word, and meet the requirements established by the bylaws of the corporation as approved by the General Assembly of the Presbyterian Church in America.
2. Candidates for the Boards of Trustees must aspire to the office and be willing to commit to the necessary meetings required (three times annually), as well as to promoting the Seminary with their resources and time. Trustees may be asked to work on special projects if their schedules permit.
3. Trustees must accept and understand thoroughly the importance of preparing the next generation of church leaders for many contexts of ministry, and should understand how the standards and practices of the Presbyterian Church in America direct this process.
4. Desirable experience for trustees includes the following: setting policies, goals, and objectives, setting and meeting financial budgets, strategic long-range planning, participation in the educational and mission efforts of the local church and presbytery, and familiarity with the pastoral and doctrinal challenges pastors and other church leaders regularly face.
5. Trustees must recognize the tremendous financial needs of the annual operating fund and special capital campaigns and should be willing and able to help the Seminary both personally and through their personal influence in these critical areas.
6. Trustees must recognize the importance of enrollment and be willing and able to encourage prospective students to enroll in the institution by being familiar with various academic and student programs.
7. Trustees should be individuals who know and understand the relationship of the various courts in the Presbyterian church and be strong advocates of Christian education and its relationship to evangelism, discipleship, church leadership, missions, church planting, and other aspects of the denomination.
8. The Board should have a good mix of business and professional people, builders, realtors, investors, industrialists, physicians, clergy, and educators. Therefore we seek to maintain a ratio of 16 ruling elders and 8 teaching elders on our board of 24, which is usually 4 ruling elders and 2 teaching elders in each four-year class.

**QUALIFICATIONS AND RESPONSIBILITIES  
INTERCHURCH RELATIONS COMMITTEE**

QUALIFICATIONS:

1. A Teaching or Ruling Elder in good standing within the local church and presbytery.
2. A man of spiritual maturity, wisdom and discernment. A man of consistent prayer.
3. A man who can listen as well as speak. A man who listens with an open mind to the representatives of other denominations. One who is able to process information quickly while keeping in mind the long-range good of the denomination.
4. A man who has a good working knowledge of the Westminster Standards and of PCA polity, especially the *Book of Church Order* and the Rules of Assembly Operations.
5. May serve 2 consecutive, 3 year terms, of office.

DUTIES:

1. Be available for stated meetings, including conference calls.
2. Be available to represent the PCA at meetings involving other denominations.

**QUALIFICATIONS AND RESPONSIBILITIES  
MISSION TO NORTH AMERICA COMMITTEE**

1. A ruling or teaching elder in good standing within the local church and presbytery.
2. First-hand experience in church planting or in one of the outreach ministries in which MNA is engaged.
3. A man with the time to be involved as a committee member in order to:  
prepare for regular meetings,  
attend regular meetings, and  
be involved in some aspect of MNA, either through his local church, presbytery  
or through some special assignment from the General Assembly MNA Committee
4. A man with the desire and motivation to learn about the needs and special challenges in home missions through the ministry of MNA.
5. A man with a forward vision of what the PCA can become as MNA serves the churches, presbyteries and church planting networks of the PCA in their advancement of the Gospel through church planting and other outreach ministries.
6. A man who is committed to seeing the Gospel advance through the PCA among as many as possible of the many ethnic, cultural and socioeconomic people groups of North America.
7. A man who understands the uniqueness of Reformed theology and ecclesiology and at the same time recognizes the unique forms missions and church planting can take in seeking to fulfill the Great Commission in our time.
8. A man who works well in a group to process important and sensitive information. A man with a concern for the good of the whole rather than a desire to push only one department.
9. A man of spiritual maturity and depth. A man of consistent prayer.
10. A man who can listen as well as speak. A man who listens with an open mind to hear what others are saying, determining deep issues and processing this information quickly while keeping in mind the long-range good of the church.
11. A man of trust. A person who trusts other committee members and staff.

**QUALIFICATIONS AND RESPONSIBILITIES  
MISSION TO THE WORLD COMMITTEE**

A. Qualifications:

1. Pastors of churches with successful missions programs:
  - a) The church has a regular missions emphasis.
  - b) The church supports with prayer and finances a number of MTW missionaries and ministries.
  - c) The church has commissioned and sent out its members as cross-cultural missionaries.
2. Laymen who are currently involved in their local church's world missions programs:
  - a) They serve on the missions committee.
  - b) They participate on-site in overseas ministries (travel to visit short-term missions service), etc.
3. Have proven leadership qualities and can make good decisions.
4. Knowledgeable of world affairs.
5. Men who carry positions of responsibility in their church, business and community.
6. Are familiar with and/or experienced in serving on the governing body of organizations with more than 500 employees and a budget in excess of 45 million dollars.

B. Responsibilities:

1. Determine purpose and vision.
2. Select the Coordinator.
3. Support and evaluate the Coordinator.
4. Ensure effective planning.
5. Monitor and strengthen programs and responsibilities.
6. Monitor and approve the missionary candidate screening process.
7. Ensure adequate financial resources.
8. Protect assets and provide financial oversight.
9. Help to build a competent committee.
10. Ensure legal and ethical integrity.
11. Enhance MTW's public standing in the Presbyterian Church in America.

**QUALIFICATIONS AND RESPONSIBILITIES  
PCA FOUNDATION**

- I. Men who are faithful in their service to the Lord and who recognize and appreciate the special opportunities for giving within the denomination.
2. Men who possess a number of the following unique skills:
  - a) Good background with business/financial experience.
  - b) Close working relationship with investments, investment planning, personal financial or investments counseling.
  - c) Experienced business judgment.
  - d) Should have exposure to long-range planning, goal setting, policy making procedures.
  - e) Familiarity with investment markets, investment techniques, investment advisory services.
  - f) Have good knowledge of PCA & PCA people.
  - g) Have experience in advertising and promotion.
  - h) Have experience in public or private accounting.

**QUALIFICATIONS AND RESPONSIBILITIES  
PCA RETIREMENT AND BENEFITS, INC.**

I. Bylaws Requirements

1. A board member must be a Teaching Elder, a Ruling Elder or a Deacon.

II. Desirable Background

1. Due to the technical nature of the work of our Board, it is desirable that a majority of the board members have a professional business background in the areas of Institutional Investments or Insurance. RBI prefers members with experience in Accounting, Investment Management, Institutional Investment Consulting, Insurance Risk Management, Insurance Underwriting, Institutional Portfolio Management, Retirement Plan Management and Consulting. Experience in Client Servicing or general business management would also be helpful.
2. In addition to the above qualifications, board members are expected to encourage a ministry focus.
3. Since Ministerial Relief is a part of our overall responsibility, it is important that the Board consists of Teaching Elders who understand the needs of fellow ministers.
4. Nominees for our Board should be willing to give of their time to attend a minimum of three meetings a year, along with several conference calls throughout the year.
5. Current board members completing their first term make good candidates, given their previous experience.

**QUALIFICATIONS AND RESPONSIBILITIES  
REFORMED UNIVERSITY FELLOWSHIP COMMITTEE**

1. A ruling or teaching elder in good standing within the local church and presbytery.
2. A man with first-hand knowledge and experience with an RUF in his presbytery.
3. A man with time to be involved as a committee member in order to:
  - prepare for regular meetings (at least 2 a year),
  - attend regular meetings, and
  - be involved in some aspect of RUF either through a campus or presbytery committee or through some special assignment from the GA RUF Committee.
4. A man with the desire and motivation to learn about the needs and special challenges in campus ministry through the ministry of RUF.
5. A man with a forward vision of how RUF can strengthen the church.
6. A man who is committed to a biblical world life view and how that relates to the market place of ideas – the college campus.
7. A man who understands the uniqueness of Reformed theology and ecclesiology and how it drives the ministry of RUF.
8. A man who wants to see students grow in grace, fellowship, and service.
9. A man of spiritual maturity and depth. A man of consistent prayer and bible reading.
10. A man who works well in a group to process important and sensitive information.
11. A man who can listen as well as speak. A man who listens with an open mind to hear what others are saying, determining deep issues and processing this information quickly while keeping in mind the long-range good of the church.
12. A man of trust. A person who trusts other committee members and staff.
13. A man who understands the importance of reaching students on college campuses with the gospel.

**QUALIFICATIONS AND RESPONSIBILITIES  
RIDGE HAVEN**

**QUALIFICATIONS:**

1. Board Members are eligible for re-election to a second five-year term after which there must be a one year interval before further re-election.
2. The members of the Board of Directors of Ridge Haven are not subject to the *BCO* Chapter 14 relating to proportionate representation of Teaching and Ruling Elders.
3. Nominees to the Ridge Haven Board of Directors are preferred to have been personally involved in various conferences, camps, or other activities that will enable them to be familiar with all of the work of the Center.
4. For the present and until such time as Ridge Haven is able to expand locations to other areas of the United States, nominees to the Ridge Haven Board of Directors are preferred to live within the areas that most effectively serve the PCA constituency of the Southeastern states, Mid-Atlantic states, Mississippi and Ohio Valley states, and the states immediately west of and adjacent to the Mississippi River.
5. Men with the following skills and/or experience are especially needed: Financial management, administration, real-estate development, site development, camping and conferencing, landscaping, construction, and fund-raising as well as the areas involved in the development and operation of the Center.

**RESPONSIBILITIES:**

1. Ridge Haven Board members are asked to commit themselves first and foremost to labor spiritually by regularly praying for Ridge Haven, its staff, volunteers, activities, projects, and needs and exercising their faith on behalf of Ridge Haven with regard to each of these things.
2. Ridge Haven Board members are asked to expend personal time and energy by involvement that includes participation in all Board activities and meetings and hands-on participation in being a part of various conferences, camps, or other activities that will enable familiarity with all aspects of Ridge Haven.
3. Ridge Haven Board members are expected to promote Ridge Haven in their own local congregation and presbytery creating invitations for Ridge Haven presentations, distributing literature and recruiting and encouraging individual, church, and presbytery support.

**QUALIFICATIONS AND RESPONSIBILITIES  
STANDING JUDICIAL COMMISSION**

QUALIFICATIONS:

1. A Ruling or Teaching Elder in good standing within the local church and presbytery.
2. A man of spiritual maturity, wisdom and discernment. A man of consistent prayer.
3. A man who can listen as well as speak. A man who listens with an open mind to the concerns of complainants and respondents. One who is able to process information quickly while keeping in mind the long-range good of the church.
4. One who has a good working knowledge of the Westminster Standards and of PCA polity, especially the *Book of Church Order* and Rules of Assembly Operations.
5. A man of trust. A person who trusts other commission members.
6. A current member completing his first term makes a particularly good candidate to serve again, since the learning curve will be significantly reduced. He can succeed himself with no waiting period.

DUTIES:

1. A member of SJC should be ready to attend at least 2 meetings of the full SJC (mid-October and first of March).
2. He will be appointed to participate on judicial panels as needed.

**QUALIFICATIONS AND RESPONSIBILITIES  
THEOLOGICAL EXAMINING COMMITTEE**

QUALIFICATIONS:

1. A Teaching or Ruling Elder in good standing within the local church and presbytery.
2. A man of spiritual maturity, wisdom and discernment. A man of consistent prayer.
3. A man who can listen as well as speak. One who is able to process information quickly while keeping in mind the long-range good of the denomination.
4. A man who has a good working knowledge and understanding of the Scriptures, Reformed Theology, the Westminster Standards and of PCA polity, especially the *Book of Church Order* and the *Rules of Assembly Operations*.

DUTIES:

1. This committee shall examine all first and second level administrative officers of committees, boards and agencies, and those acting temporarily in these positions who are being recommended for first time employment. They are to be examined in the areas of:
  - a. Christian experience
  - b. Theology
  - c. The Sacraments
  - d. Church government
  - e. Bible content
  - f. Church History
  - g. History of the Presbyterian Church in America