

## **ASSOCIATE NETWORK LEADER (Secretary/Treasurer)**

### **NWMN Bylaws:**

#### **Article V. Network Leadership**

##### **Section 4. Qualifications**

A. Corporate Officers shall:

- (1) Be ministers of mature experience and ability whose lives and ministry are above question;
- (2) Have held credentials and ministered as ordained ministers for at least five consecutive years in the Assemblies of God;
- (3) Have been members of the NWMN for at least three years immediately prior to their election; and
- (4) Be in alignment with the mission and core values of the NWMN.

### **NWMN Organizational Manual:**

## **ASSOCIATE NETWORK LEADER (Secretary/Treasurer)**

The Associate Network Leader (Secretary-Treasurer) of the Northwest Ministry Network shall help establish an environment of integrity, trust and customer service while providing oversight to the following:

### ***Credentials***

The Secretary-Treasurer shall facilitate the credentialing of new ministers in cooperation with the General Council of the Assemblies of God. His or her office shall assist ministers in obtaining, renewing and making changes to their credential status. He or she shall keep a record of all credentialed ministers of the Northwest Ministry Network.

### ***Records***

The Secretary-Treasurer shall serve as Secretary for the corporation make and keep true and accurate records of all proceedings with historic and business importance to the Network, including the minutes of all Network business and Presbytery meetings. He or she shall publish and make available pertinent information for the Network's constituents and other appropriate entities.

### ***Pastoral Care/Compassion/Counseling***

Encouraging Healthy Pastors through a Healthy Pastors initiative to include resources,

training, and counseling. The Compassion Fund exists to assist ministers and widows in our Network who, because of emergency situations or advanced years, are unable to meet their financial obligations. The Secretary-Treasurer shall administrate Compassion Funds towards this purpose.

### ***Elders***

A ministry of Elders, selected by appointment, made up of mature, qualified ministers, and ratified by the Network Presbytery shall function in assisting the Executive Officers by representing the Northwest Ministry Network at: weddings; funerals; pastoral installations, and other such events; serving our churches and ministers in transition; and providing pastoral care for ministers.

### ***Legal***

The legal affairs of the Northwest Ministry Network shall be addressed through the office of the Secretary-Treasurer. He or she shall be the designated agent for the corporation and shall sign all official and legal documents. He or she shall see to it that adequate and responsible risk management policies and procedures are implemented on behalf of the Network and insure that adequate liability coverage is provided at all times.

### ***Finance***

The Secretary-Treasurer shall provide the necessary services and systems for the accurate and responsible processing and reporting of the Network's finances. He or she shall serve as the Chief Financial Officer for the corporation and shall be the custodian of all Network funds; he or she shall work with the Network's Finance Team in the matters of budget and policy. The Finance department shall be led by the Network's Senior Director of Operations and Finance, who shall also assist the Secretary-Treasurer in the management of his or her office giving special attention to data management and financial training and development for the Network's ministers and churches.

### ***Women's Ministries***

The Secretary-Treasurer shall provide oversight for the respective coordinators/facilitators (as needed for The Women in Ministry Network, The NW Women's Conference, and Alongside Ministry to Pastor's Wives.

### ***Discipleship/Christian Education***

The Secretary-Treasurer shall provide oversight for the various initiatives and training opportunities to enhance discipleship and Christian Education in the local churches of the NW Ministry Network.

### ***Coaching/Mediation***

The Secretary-Treasurer shall provide oversight for the various initiatives and training opportunities to enhance coaching and biblical mediation and conflict resolution for

pastors and churches in the NW Ministry Network.

## **NWMN Operational Manual:**

### **ARTICLE I. NORTHWEST MINISTRY NETWORK LEADERSHIP**

#### **Section 3. Secretary**

##### **A. Election:**

The Northwest Ministry Network Secretary shall be elected according to The Northwest Ministry Network Bylaws.

##### **B. Duties:**

1. He or she shall help establish an environment of integrity, trust and customer service while providing oversight to the areas under his or her responsibility.
2. He or she shall be amenable to the Superintendent, and his or her work shall be under the supervision of the Superintendent, the Network Presbytery, and The Northwest Ministry Network.
3. He or she shall act as Secretary of the Corporation and serve as acting chair in the absence of the Superintendent and/or Assistant Superintendent.
4. He or she shall make and keep true records of the proceedings of The Northwest Ministry Network, and shall publish the same as approved and directed by The Northwest Ministry Network in session.
5. He or she shall be the custodian of the official seal of The Northwest Ministry Network.
6. He or she shall keep a record of all credentialed ministers and churches in The Northwest Ministry Network.
7. He or she shall act as secretary of the meetings of the Network Presbytery and the Executive Presbytery.
8. He or she shall be authorized to sign all official and legal documents.
9. He or she shall perform any other function customary to his or her office or as may be directed by The Northwest Ministry Network or the Network Presbytery.
10. He or she shall encourage and assist pastors and churches, particularly during times of crisis and transition.
11. He or she shall be a member of the Northwest University Board of Directors.

#### **Section 4. Treasurer**

##### **A. Election:**

The Northwest Ministry Network Treasurer shall be elected according to The Northwest Ministry Network Bylaws.

**B. Duties:**

1. He or she shall help establish an environment of integrity, trust and customer service while providing oversight to the areas under his or her responsibility.
2. He or she shall serve as the Chief Financial Officer of The Northwest Ministry Network.
3. He or she shall be the custodian of Northwest Ministry Network funds, and shall provide oversight for all financial activities of The Northwest Ministry Network.
4. He or she shall delegate work at his or her discretion to keep an accurate record of all receipt and disbursement of funds, and conduct the work of his or her office according to accepted methods of business.
5. He or she shall be authorized to sign checks, and make disposition of funds, as may be required in the accurate procedure of the business of The Northwest Ministry Network.
6. He or she shall be a member of the Network Presbytery and the Executive Presbytery.
7. The Director of Finance and Development, acting as the Treasurer's designee, shall give a complete report annually to The Northwest Ministry Network in session, and make other reports as requested by the Network Presbytery.
8. He or she shall present the financial records to the Network Presbytery for audit once a year, or as requested by that body.
9. He or she shall perform any other function customary to his or her office or as may be directed by The Northwest Ministry Network or the Network Presbytery.