

EXPECTATIONS AND RESPONSIBILITIES ADMINISTRATIVE COMMITTEE

EXPECTATIONS

1. They should be Teaching or Ruling Elders in good standing within the local church and presbytery. (*BCO* 14-1.10)
2. AC members 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.
3. They 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 (typically Fall, Spring and General Assembly). (*RAO* 4-13)
4. They should be willing to model and facilitate the peace, purity, and mission of the PCA and support the committee before the churches and presbyteries in word, deed, and financial commitment. (*RAO* 5-4)
5. They should have experience in some of the following: personnel management, accounting, insurance, investing, law, marketing, computer sciences/technologies, fund raising, and/or service as a stated clerk of a presbytery.
6. They should have wisdom and experience in setting policies, goals, and objectives, including financial budgeting, and in long-range planning.
7. They should complement the broad geographical diversity of the PCA insofar as possible. (*BCO* 14-1.9)

RESPONSIBILITIES

To serve a four-year term. (*BCO* 14-1.12; *RAO* 4-5; 5-2)

A. WITH REGARD TO PLANNING AND MANAGEMENT:

1. To recommend policies and oversee planning for the administration of AC operations. (*RAO* 3-1)
2. To recommend and oversee policies for the planning, and management of PCA administrative activities and efforts.
3. To initiate and approve long range planning.
4. To recommend and oversee policies for handling of civil and legal matters for the PCA Corporation and the Administrative Committee.
5. To review the compliance to General Assembly directives and corporation bylaws of Committees and Agencies actions and point out discrepancies.
6. Review Stated Clerk's work. (*RAO* 3-3.d)

7. To set policies for and approve General Assembly programs and registration fees. (*RAO* 10-3 through 5)
8. To set policies and oversee the local Assembly Arrangements Committee, including manual for General Assembly Arrangements. (*RAO* 3-2.m; 10-1)
9. To set policies and oversee special projects of service to the PCA constituency such as PCA Yearbook, and statistics.
10. To set policies and oversee the public relations work of the Stated Clerk and his office.
11. To address all matters relating to the *RAO*, manuals, and other matters referred to AC by the General Assembly.
12. To advise the Stated Clerk, as requested, in the referral of matters to the appropriate committees of the General Assembly.
13. To coordinate the Presbytery Clerks' Conference.
14. 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 of the GA PARTNERSHIP SHARE program. (*RAO* 4-11)
4. To oversee and participate in raising funds for AC operations. (*RAO* 5-4)
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. (*RAO* 4-11)
6. To recommend the auditing firm for the General Assembly Permanent Committees. (Bylaws Article VII Section 1)
7. To recommend policies and oversee the annual AC financial audit.

The AC normally meets in mid-April, at General Assembly, and in early October each year.

EXPECTATIONS AND RESPONSIBILITIES COMMITTEE ON DISCIPLESHIP MINISTRIES

JOB SUMMARY:

Oversee and encourage the work of the Coordinator and staff of the permanent Committee on Discipleship Ministries (CDM) as they help churches fulfill the Great Commission among the children, youth, and adults in the congregation. Attend approximately two CDM meetings annually and oversee the policies and programs of CDM as they are implemented through the Coordinator;

SPECIFICALLY:

1. To attend stated meetings (usually in September and March), and any called meetings (usually electronic);
2. To set policy in accordance with the guidance and actions of the General Assembly;
3. To work with Coordinator in implementing the ministry of CDM;
4. To pray regularly for the CDM ministry and provide financial support as the Lord enables;
5. To support and promote CDM's ministry throughout the PCA, especially in the congregation and Presbytery;
6. To demonstrate a commitment and loyalty to the PCA that will encourage local churches to support the work of the Committees and Agencies of the denomination.

EXPECTATIONS:

1. A ruling or teaching elder who is committed to the PCA and actively serves in his local church;
2. Has a vision for local church discipleship that is based on God's Word and promotes relational connection in the covenant community (WCF 26);
3. Is knowledgeable in the areas of Christian Education, discipleship among children/youth/adults, and/or publishing, but not necessarily a "professional" in these areas;
4. A recognized servant leader in the local church and presbytery.

EXPECTATIONS AND RESPONSIBILITIES COMMITTEE ON CONSTITUTIONAL BUSINESS

EXPECTATIONS:

1. A Ruling or Teaching Elder in good standing within the local church and presbytery. (*BCO* 14-1.10)
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*.

RESPONSIBILITIES:

1. Serve a four-year term. (*RAO* 4-5; 8-2.a)
2. Be available for two stated meetings (late April and at General Assembly).
3. Serve as advisor to the Stated Clerk of the General Assembly upon his request between General Assemblies. (*RAO* 8-2.b.1)
4. Give advice on non-judicial references upon request. (*RAO* 8-2.b.2)
5. Advise General Assembly regarding the effect of any proposed amendment to the constitution. (*RAO* 8-2.b.3)
6. Advise the Overtures Committee on any constitutional inquiry submitted to it by the Overtures Committee. (*RAO* 8-2.b.4)
7. Report directly to General Assembly on all constitutional inquiries submitted to it by the GA. (*RAO* 8-2.b.5)

EXPECTATIONS AND RESPONSIBILITIES COVENANT COLLEGE

Qualifications

Per the Bylaws of Covenant College, the qualifications for Trustees are specified in Article VI, ¶ 2 of the [Corporate Bylaws of Presbyterian Church in America](#).

- 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.
- Candidates for the Board 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.
- Trustees 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.
- Desirable experience for trustees would include the following: setting policies, goals, and objectives, familiarity with the challenges higher education institutions regularly face, setting and meeting financial budgets, and strategic long-range planning.
- Trustees must recognize the tremendous financial needs of the annual operating fund and capital campaigns and should be willing and able to help the College both personally and through their personal influence in these critical areas.
- 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.
- 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.
- The overall Board of Trustees profile shall meet predetermined targets within the various criteria of presbytery/geographical representation, resources development, ethnic and cultural diversity, teaching and ruling elder mix, board experience, vocational experience, and unique gifting and expertise.

Corporate Responsibilities

The job of the Board is to preserve and advance the mission of the College and to secure the College's future. The Board's specific contributions are unique to its trusteeship role and necessary for proper governance and management. Per the Board Policies Manual (BPM) of Covenant College, Section 3.2 lists the corporate responsibilities of the Board as follows:

- Work with the College's senior administration to clarify mission, values, strategies, and major goals/outcomes for the College, and hold the President accountable for developing long-range plans based on these policies.

- In its policy-making role, determine the parameters within which the President is expected to achieve institutional goals/outcomes.
- Monitor the performance of the organization relative to the achievement of the goals/outcomes within the executive parameters.
- Maintain and constantly improve all on-going policies of the Board in this BPM.
- Select, fairly compensate, nurture, evaluate annually and, if necessary, terminate a President, who functions as the Board's sole agent.
- Ensure financial solvency and integrity through policies and behavior pertaining to budget review and approval, investment policy, fundraising, and facilities management.
- Require periodic financial and other external audits to ensure compliance with the law and good practices.
- Evaluate and constantly improve the Board's performance as the governing Board and set expectations for Trustees' involvement as volunteers.

Individual Responsibilities

Section 3.2 of the Board Policies Manual of Covenant College lists the Board of Trustees Profile for individual Board of Trustee members. Having committed oneself to Covenant's philosophy of a Christ-centered education and statement of purpose, a Trustee should make an earnest effort to enhance the Trustee's understanding and to improve the Trustee's ability to implement these principles in the actions performed and decisions made. Each Trustee should do the following:

- Pray regularly and faithfully for the College, not only broadly but for specific needs, with earnestness and importunity.
- Make the necessary effort to become knowledgeable about the major programs and needs of the College, giving particular attention to those in the area(s) of his committee responsibilities.
- Make a financial commitment to the College and encourage others to give,
- Prepare for and attend Board meetings and committee meetings.
- Consistently and attentively seek to promote the College in every way possible, especially among the PCA constituency, through the local church, presbytery, and community.
- Actively seek ways to influence prospective students and their families, both among high school students and those of earlier age levels.
- Seek ways to be adequately informed about campus and student activities, taking particular advantage of on-campus visits for personal involvement.
- Seek ways to become personally acquainted with faculty and staff and knowledgeable about their interests and needs.

- Be constantly alert to assist in identifying qualified and potentially interested prospective Board members and provide, whenever possible, to the chair of the Governance Committee a biographical sketch of each nominee, setting forth qualifications and reasons for nomination.
- It is the responsibility of each Trustee to complete a self-evaluation annually.

**EXPECTATIONS 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 on the 4th Friday of January, April and September), 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.

**EXPECTATIONS AND RESPONSIBILITIES
INTERCHURCH RELATIONS COMMITTEE**

EXPECTATIONS:

1. A Teaching or Ruling Elder in good standing within the local church and presbytery. (*BCO* 14-1.10)
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.

RESPONSIBILITIES:

1. Serve a three-year term, with the possibility of a second three-year term. (*RAO* 8-1)
2. Be available for two stated meetings (typically spring and fall) that take place by conference calls.
3. Be available to represent the PCA at meetings involving other denominations. (*RAO* 8-1)
4. Be available during General Assembly for Fraternal Delegate meetings and relationships. (*RAO* 8-1)

**EXPECTATIONS 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.

EXPECTATIONS AND RESPONSIBILITIES MISSION TO THE WORLD COMMITTEE

A. EXPECTATIONS:

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. Familiar with and/or experienced in serving on the governing body of organizations with several hundred employees and a multi-million-dollar budget.

B. Responsibilities:

1. Guard 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.

The committee meets in Atlanta for two days on the second Wednesday/Thursday of March and the 4th Wednesday/Thursday of September.

**EXPECTATIONS AND RESPONSIBILITIES
PCA FOUNDATION**

1. 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 with a biblical, God-centered view of wealth and generosity.
3. 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.
 - i) Have experience with philanthropy or gift planning, either personally or as an advisor.

EXPECTATIONS AND RESPONSIBILITIES GENEVA BENEFITS GROUP

Bylaws Requirements

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

Desirable Background

1. Due to the technical nature of the work of the Board, it is desirable that a majority of the board members have a professional business background in the areas of Institutional Investments, Employee Benefits, or Insurance. Geneva 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 the Relief Fund is a part of the ministry's overall responsibility, it is important that the Board consists of Teaching Elders who understand the needs of fellow ministers.
4. Nominees for the 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.

**EXPECTATIONS AND RESPONSIBILITIES
REFORMED UNIVERSITY FELLOWSHIP COMMITTEE**

1. A ruling or teaching elder in good standing within the local church and presbytery.
2. An individual with first-hand knowledge and experience with RUF in his presbytery.
3. Has time to be involved as a committee member to:
 - prepare for regular meetings (at least two a year),
 - attend regular meetings, and
 - be involved in some aspect of RUF either through a campus or presbytery committee or through some particular assignment from the GA RUF Committee.
4. Has the desire and motivation to learn about the needs and unique challenges in campus ministry through the ministry of RUF.
5. Has a forward vision of how RUF can strengthen the church.
6. Is committed to a biblical worldview and how that relates to the marketplace of ideas – the college campus.
7. Understands the uniqueness of Reformed theology and ecclesiology and how it drives the ministry of RUF.
8. Wants to see students grow in grace, fellowship, and service.
9. Has spiritual maturity and depth and strives to be committed to consistent prayer and bible reading.
10. Works well in a group to process important and sensitive information.
11. Can listen as well as speak. An individual who listens with an open mind to hear what others are saying, determining serious issues and processing this information quickly while keeping in mind the long-range good of the church.
12. Actively seeks to cultivate trust with other committee members and staff.
13. Understands the importance of reaching students on college campuses with the gospel.
14. Demonstrates a willingness to give financially (as he is able) to support the work of RUF.
15. Committed to connecting other potential supporters to RUF.

EXPECTATIONS AND RESPONSIBILITIES RIDGE HAVEN

EXPECTATIONS:

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.

EXPECTATIONS AND RESPONSIBILITIES STANDING JUDICIAL COMMISSION

EXPECTATIONS:

1. A Ruling or Teaching Elder in good standing within the local church and presbytery. (*BCO* 15-4)
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.

RESPONSIBILITIES:

1. Serve a four-year term, with the possibility of being reelected for additional terms. (*BCO* 15-4)
2. Be available for at least 2 meetings in the Atlanta area of the full SJC (mid-October and first of March).
3. To participate on judicial panels between regular SJC meetings, as needed.
4. To have oversight over appeals, complaints, and judicial references from lower courts. (*RAO* 17-1)
5. To judge without respect to persons, and if so tempted, to recuse himself from judgment. (*RAO* 17-1.2)
6. To judge not according to appearances but judge righteous judgment. (*RAO* 17-1.3)
7. To judge according to the Constitution of the Presbyterian Church in America, through his best efforts applied to nothing other than the record of the case and other documents properly before him. (*RAO* 17-1.4)
8. To recuse himself in any case if he cannot conscientiously apply the Constitution. (*RAO* 17-1.5)

**EXPECTATIONS AND RESPONSIBILITIES
THEOLOGICAL EXAMINING COMMITTEE**

EXPECTATIONS:

1. A Teaching or Ruling Elder in good standing within the local church and presbytery. (*BCO* 14-1.14; *RAO* 8-3)
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*.

RESPONSIBILITIES:

1. Serve a three-year term. (*BCO* 14-1.14; *RAO* 8-3)
2. 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: (*BCO* 14-1.14)
 - 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