

District Secretary

The district secretary shall be elected by the district conference each year. Election to this office makes one a district official and Ex Officio member of the district board of administration and several other boards.

Duties (for a complete list see *Discipline 1332*):

- (1) To be the secretary of the district conference.
- (2) To serve as a member and as the secretary of the district board of administration.
- (3) To issue official notices and communications from the district board of administration.
- (4) To issue and sign all certificates, licenses and forms as authorized by the district and General Church.
- (5) To forward to the General Secretary: the statistical and financial reports of the district conference; a certified list of the General Conference delegates; a copy of each memorial adopted for presentation to the General Conference; a copy of the official district directory, and to cooperate in forwarding other information to the General Secretary as the General Secretary may request.
- (6) To be the custodian of the official district records and archives, including the records of the district statistical committee and all district judicial committees.
- (7) To receive an official copy of the minutes of each board, committee, auxiliary organization or other district agency, and to preserve them in the district archives.
- (8) To maintain a complete and current district directory, listing the district officials, each district board or committee with the names of its members and officers, the district departmental officers, the names and addresses of each ordained minister, commissioned minister, licensed minister, ministerial student, commissioned and licensed special worker and commissioned lay missionary, the address of each mission, developing church, church, circuit and parsonage within the bounds of the district, and other information as desired.
- (9) To perform such other duties as may be required by the district conference or the district board of administration and as pertains to this office.

District Board Of Administration

The district board of administration shall consist of thirteen members including the district superintendent, the assistant district superintendent, the district secretary, the district treasurer and nine members-at-large elected by the District Conference in such a manner that six members of the district board of administration shall be lay members. Each member-at-large of a district board of administration shall be a covenant member of a local Wesleyan church. A ministerial member-at-large shall be chosen from among the ordained ministers of the district. The term of office shall be for one year.

Duties (for a complete list see *Discipline 1233*):

- (1) To serve as the chief governing body of the district in the interim of district conference sessions.
- (2) To carry out the plans and objectives of the district conference and the general church.
- (3) To adopt an annual budget of income and expense for the district.
- (4) To administer the district's plan for raising the United Stewardship Fund.
- (5) To plan and conduct conventions, institutes or seminars for pastors and other workers in the district, promoting such for the purpose of spiritual refreshment, leadership development and greater efficiency.
- (6) To serve the district conference as a committee on pastoral relations and ministerial appointments.
- (7) To have the general oversight of all district officials, district departmental officers, boards, committees, employees, auxiliary organizations of the district; to approve their plans and to coordinate their work.
- (8) To exercise authority over district property and other legal affairs.

District Director Of Evangelism And Church Growth

A district director of evangelism and church growth shall be elected by the district conference each year.

Duties (for a complete list see *Discipline 1426*):

- (1) To chair the evangelism and church growth committee as they study potential fields for district extension work and report on and make recommendations to the district board of administration.
- (2) To chair the committee as they stimulate interest in district evangelism and church growth throughout the district to help raise the funds needed for the district church growth program.
- (3) To assist pastors in promoting evangelism and church growth in the local churches.
- (4) To submit an annual report of official activities to the district conference.
- (5) To perform other duties as may be required by the district board of administration in the interest of district evangelism and church growth.

District Director Of World Missions

A district director of world missions shall be elected by the district conference each year.

Duties (for a complete list see *Discipline 1429*):

- (1) To develop yearly and long-range plans for the promotion of world missions within the district.
- (2) To organize district mission teams and project.

- (3) To stimulate interest in and increase awareness of Wesleyan World Missions throughout the district.
- (4) To build a strong prayer base for world missions.
- (5) To promote increased financial support of world missions.
- (6) To assist pastors in planning for world missions conventions and in promoting world missions in the local church.
- (7) To emphasize the call to missions service and encourage those in preparation for such service.
- (8) To assist the district superintendent in arranging for deputational work within the district by representatives of the General Department of World Missions.
- (9) To assist the district superintendent in planning and conducting special services or announcements in the interests of world missions at the district conference, zone meetings or campmeeting.
- (10) To submit an annual report of official activities to the district conference.
- (11) To perform other duties as may be required by the district board of administration in the interest of world missions.

District Director Of Sunday School

A district director of Sunday school shall be elected by the district conference each year.

Duties (for a complete list see *Discipline 1483*):

- (1) To promote and encourage the Sunday school work of the district.
- (2) To emphasize evangelism and soul-winning in Sunday schools.
- (3) To cooperate with and assist the pastors and local Sunday school superintendents in the organization and advancement of their Sunday schools according to the approved standard and in reaching the goals set by the general church and the district conference.
- (4) To see that a Sunday school has been organized in each church, and to assist each Sunday school to meet the approved standard of achievement.
- (5) To plan for Sunday school and leadership training rallies, conventions, institutes or workshops on a district, zone or local level.
- (6) To conduct any special Sunday school services or programs, or to arrange for promotional displays at the district conference, camp meeting and other district gatherings.
- (7) To assist pastors and local Sunday school officers in the organization of leadership training classes and programs.
- (8) To encourage the use of The Wesleyan Church curriculum materials.
- (9) To submit an annual report to the district conference.
- (10) To perform other duties as may be required by the district board of administration in the interest of Sunday school.

District President of Wesleyan Men

The district director of Wesleyan Men shall be elected by the district conference each year.

Duties (for a complete list see *Discipline 7160*):

- (1) To guide the district activities of Wesleyan Men toward soul-winning, service, stewardship and fellowship.
- (2) To organize chapters of Wesleyan Men so as to serve each local church, whether through local church chapters, city, metropolitan, county, regional or zone chapters.
- (3) To visit the local chapters as time and funds shall permit
- (4) To report annually to the district conference.
- (5) To perform other duties as may be required by the district board of administration in the interest of Wesleyan Men.

District Director Of Children's Ministries

A district director of children's ministries shall be elected by the district conference each year.

Duties:

- (1) To promote and encourage the ministry to the children of the district.
- (2) To cooperate with and assist the pastors and local Sunday school superintendents in the organization and advancement of their children's ministries.
- (3) To organize and operate a kid's camp and promote it throughout the district.
- (4) To plan for children's ministries and leadership training rallies, conventions, institutes or workshops on a district, zone or local level.
- (5) To conduct any special services or programs, or to arrange for promotional displays at the district conference, campmeeting and other district gatherings.
- (6) To assist pastors and local Sunday school officers in the organization of leadership training classes and programs.
- (7) To encourage the use of The Wesleyan Church curriculum materials.
- (8) To submit an annual report to the district conference.
- (9) To perform other duties as may be required by the district board of administration in the interest of children's ministries.

District Director Of Best Year's Fellowship

A district director of best year's fellowship shall be elected by the district conference each year.

Duties:

- (1) To promote and encourage the ministry to the senior adults of the district.
- (2) To cooperate with and assist the pastors and local Sunday school superintendents in the organization and advancement of their senior adult ministries.
- (3) To organize bus trips and activities, promoting them throughout the district.
- (4) To plan for senior adult ministries and leadership training rallies, conventions, institutes or workshops on a district, zone or local level.

- (5) To conduct any special services or programs, or to arrange for promotional displays at the district conference, campmeeting and other district gatherings.
- (6) To submit an annual report to the district conference.
- (7) To perform other duties as may be required by the district board of administration in the interest of senior adults.

District Director Of Social Concerns

A district director of social concerns shall be elected by the district conference each year.

Duties:

- (1) To raise a standard for social righteousness.
- (2) To issue guidance through correspondence with the churches, the district website and pastor's newsletter.
- (3) To organize fact-finding trips and activities, promoting them throughout the district.
- (4) Be a voice for the district in matters of public morals and social concerns.
- (5) To conduct any special services or programs, or to arrange for promotional displays at the district conference, campmeeting and other district gatherings.
- (6) To submit an annual report to the district conference.
- (7) To perform other duties as may be required by the district board of administration in the interest of social concerns.

District Conference Action Committee

Each year, the district conference shall elect a district conference action committee that shall be separate from the district board of administration, which shall be comprised of the district superintendent, the district treasure and four members-at-large, two ministerial and two lay members. The district superintendent shall be the chair of the committee.

Duties (for a complete list see *Discipline 1165*):

- (1) To receive all resolutions and memorials for the district conference, to review them, and to report them to the district conference with the committee's recommendation.
- (2) To conduct and report on any research or investigation regarding the merits of proposed district legislation.
- (3) To assign members of the committee to study, prepare and plan any phase of the committee's work and report back to the committee.
- (4) To review the standing rules of the district in order to make recommendations to the district conference concerning the alignment of such rules with General Conference legislation, and concerning any other necessary amendments.
- (5) To provide, if possible, all delegates to the district conference with copies of resolutions or memorials, properly classified, at least ten days before the opening of the district conference.

District Conference Nominating Committee

Each year, the district conference shall elect a nominating committee consisting of the district superintendent, as ex-officio chairman, and two ordained ministers and two lay members elected by the district conference. The elected members shall not succeed themselves and may not be reelected until after a lapse of one year.

Duties (for a complete list see *Discipline 1175*):

(1) To present nominations for the district secretary, members-at-large on the district board of administration, and each elected delegate to the General Conference.

(2) To present nominations for: the district conference action committee, district conference nominating committee, the district director of evangelism and church growth, the district director of world missions, the district Sunday school director, the district director of children's ministries, the district director of Social concerns, district director of Best Year's Fellowship, and the district director of Wesleyan Men.

(3) To present any other nominations as shall be requested by the district conference.