

Organizational Structure - General Level

I. General Superintendent

A. Overview

1. The General Superintendent is the primary vision caster for Spirit Quest International. His spiritual leadership is reflected in the contemporary language of chief executive officer.
2. The General Superintendent shall serve as the chairman of the General Board of Administration.
3. The General Superintendent shall bear the title of Presiding Bishop while in office.
4. Former General Superintendents shall bear the honorary title of Bishop for life.

B. The Authority and Duties of the General Superintendent

1. The General Superintendent shall coordinate the ministries of the Conferences, Credentialed Clergy, and Member Churches.
2. The General Superintendent shall appoint all employees in the General Superintendent office.
3. The General Superintendent shall be consulted regarding the appointment of all director-level appointments.
4. The General Superintendent shall have the authority to make special assignments pertinent to the work and ministry of Divisions of Education, in consultation with the General Board of Administration.
5. The General Superintendent shall be amenable to the General Board of Administration. Accordingly, he/she shall give a report at each regular meeting of the General Board of Administration.
6. The General Superintendent, or his/her appointee, shall be the chairman of the General Conference.
7. The General Superintendent shall have the authority to counsel and advise all General-level ministries.
8. The General Superintendent shall be responsible for establishing a comprehensive Conference Superintendent Mentorship Program specific to the culture, region, and size of the Conference.
9. The General Superintendent shall be responsible for establishing a comprehensive Clergy Development Program. Such program shall include clergy training, clergy care, and credentialing.
10. The General Superintendent, or his/her appointee, shall preside over all Conference sessions.
11. The General Superintendent, or his/her appointee, shall have the authority to preside over ordination and licensing ceremonies, and to sign and present ordination certificates and licenses.
12. The date of each Quadrennial and Annual Conference Session shall be determined by the General Board of Administration in consultation with the General Superintendent.

13. The General Superintendent, or his/her appointee, shall serve as the liaison between Spirit Quest International and other denominations and fellowships.
14. The Sitting General Superintendent shall serve until his voluntary retirement; subsequent General Superintendents shall serve for a term of eight years. At the close of the first term, he/she may stand for election by the General Board of Administration for a subsequent term of office.

II. Executive Director of World Missions Ministries

A. Overview

1. The Executive Director of World Missions Ministries shall serve as the leader of the World Missions Ministries Division and as chairman of the World Missions Ministries Division.
2. The Executive Director of World Missions Ministries shall serve as a member of the General Board of Administration.
3. The Executive Director of World Missions Ministries shall have the honorary title of Bishop while in office.
4. The Executive Director of World Missions Ministries shall be elected for a term of eight years.

III. General Board of Administration

A. Overview

1. The General Board of Administration, chaired by the General Superintendent, shall exist to facilitate communication and coordination among the General-level ministries and departments of Spirit Quest International.
2. The General Board of Administration shall consist, by order: the General Superintendent, Chief Financial Officer, Conference Superintendents, Executive Director of World Missions, two Senior Pastors, and two Members at Large.

B. The Authority and Duties of the General Board of Administration

1. The General Board of Administration shall be the instrument through which the General Superintendent and the Executive Directors communicate the mission/vision, purposes, and objectives of Spirit Quest International.
2. The General Board of Administration shall meet only at the call or with the permission of the General Superintendent.
3. The General Board of Administration shall have at least one regular meeting per quarter year. The General Superintendent may schedule additional called meetings as necessary.

IV. Chief Financial Officer (CFO)

A. Overview

1. The Chief Financial Officer (CFO) shall be responsible for seeing that

all financial transactions are properly recorded in accordance with Generally Accepted Accounting Principles, (GAAP), and all applicable federal and state laws.

2. The Chief Financial Officer (CFO) shall be responsible for establishing and maintaining an effective system of internal control.
- B. The Authorities and Duties of Chief Financial Officer (CFO)
1. The Chief Financial Officer (CFO) shall be responsible for the preparation and presentation of financial statements.
 2. The Chief Financial Officer (CFO) shall be responsible for the preparation of monthly interim financial statements and other reports.
 3. The Chief Financial Officer (CFO) shall report any financial irregularities or questionable transactions to the General Superintendent.
 4. The term of office for the Chief Financial Officer (CFO) shall be eight years with possibility of re-elections for additional term.

V. Regional District Superintendent

A. Overview

1. The Regional District Superintendent is the leader of the District. His administrative functions are reflected in the language of Chief Executive Officer. As such, he provides a vision and focus to his District that promotes church growth and care to his flock.
2. The office of Regional District Superintendent shall be filled by appointment of the General Board of Administration.

B. The Authorities and Duties of the Regional District Superintendent

1. The duties of the Regional District Superintendent shall include coordinating the ministries of the assigned district.
2. The Regional District Superintendent will provide a detailed quarterly report to the General Board of Administration.
3. If so authorized by the Bishop, the Regional District Superintendent may preside over the assigned district business sessions.
4. The Regional District Superintendent shall have the authority to organize new churches.

VI. Election of Membership to General Board of Administration

A. Overview

- A. Appropriate elections for General Superintendent, Chief Financial Officer, and Director of World Missions Ministries shall take place during the International General Quadrennial Conference.
- B. Election of two Senior Pastors and two Members at Large shall take place during the National Biennial Conferences.
- C. The voting membership shall consist of all licensed and ordained ministers, certified as being in good standing.
- D. All elections shall be concluded by simple majority.

VII. Called Special Elections

Should any elected official of the General Board of Administration become incapacitated during his/her tenure of office, the members of the General Board of Administration shall meet and select an interim official by simple majority. The interim official shall continue to hold such office until the next Quadrennial General Conference; at which time, the interim vacancy will be filled by a vote of the appropriate electorate.

VIII. Regional District and Ministerial Departments

A. Regional Districts

Activities of the Regional Districts shall be overseen by a Regional District Superintendent appointed to serve by the General Board of Administration.

B. Ministerial Departments

Spirit Quest International recognizes the following departments of ministry wherein all activities shall be overseen by a Director for each ministry to be appointed to serve by the General Board of Administration:

- I. Women's Ministry
- II. Men's Ministry
- III. Youth Ministry
- IV. Campus Ministry