

# *UFAI State Overseer*

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## J o b   D e s c r i p t i o n

*Productivity & positive results occur when workers know exactly what they are to do.*

- TITLE:** State Overseer will be members of the UFAI Joint College of Bishops & Overseer.
- PURPOSE:** The College of bishops and Overseers will share in bearing the responsibility of the ministry under the direct leadership of our Chief Apostles.

The State overseers will serve as mediators between the individual churches and our Executive Board and our Apostle.

### **QUALIFICATIONS:**

1. Must be able to communicate effectively with others.
2. Must have the patience to effectively reproduce themselves by training and developing others.
3. Must be neat and efficient in paperwork, i.e, filing reports, conducting evaluations, presenting monthly reports, writing and submitting proposals.
4. Must be cooperative and possess a teamwork mentality to set goals as well as achieve predetermined goals as set by our apostles.

### **DUTIES:**

Must adhere to all the Leadership Guidelines.

#### **I. Relationship:**

State Overseers will establish pastoral relationships with clergy, congregations, and institutions in the assigned region; make pastoral visits with clergy and visitations to parishes primarily in the region assigned, and develop collegial styles of decision-making and relationships based on trust, integrity, and mutual respect.

#### **II. TRAINING: (Duplicate Yourself)**

The development and training of all new leaders & Pastors, as well as new auxiliary is the responsibility of the State Oversees. The State Overseers may not perform the technicalities of training, but he/she will be responsible to see that every new UFAI Pastor are adequately trained.

Throughout the year with the consent of our apostles, other special training courses and workshops will be offered for all UFAI leaders. It will be the State Overseers responsibility to make sure that the churches and members they oversee are engaged in these workshops and other extra training sessions when appropriate.

#### **III. FILES AND PAPERWORK (Very little)**

The State Overseers will receive in writing information, ideas and select literature

from the Apostles as well as other State Overseers that would be appropriate for the development of ministry departments and staff training. The State Overseers will receive and file all reports prepared by the churches under them. These reports will be our way of making sure that the UFAI churches of that State are being properly cared for and are progressing and growing properly.

#### IV. REPORTS AND MEETINGS

A. Reports:

The State Overseers should receive complete monthly report from each of his/her Department Heads.

These reports must include the following information:

1. An agenda of the monthly meeting conducted by the department head.
2. A financial report showing funds collected.
3. New members' progress.
4. Program outline listing details and a calendar of upcoming events.

B. Meetings (Normally held every month except December)

The following meetings are required for all State Bishops.

1. Executive Council (EC)

At times the State Overseers will be asked to meet with the EC to represent their State in present or via Teleconference.

2. Personal calls with each Pastor of your State at least once a month.

C. 5<sup>th</sup> Sunday Weekend – TBA.

Need a Description here.

D. Staff Meetings – These are meetings that need to be held within the State Overseers' local church to assess the needs of the ministry. This is also a time to cast vision with your key staff persons.

**Every fourth Thursday of the month** the State Overseers will meet with the Apostles and Executive Council via teleconference. The purpose of this meeting is to give their state Overseer & pastors a chance to verbally express any concerns, disagreements, difficulties and any ideas or proposals from the churches they oversee. They will also verbal communication with the Pastors to train, exchange information, give updates/changes, give out assignments from our apostle, clarify objectives, finalize proposals, etc.

In addition to the monthly meeting, the State Overseers will sometimes need to meet the Overseers individually by telephone, email, or stand up meeting. The purpose of these meetings is to have verbal communication with the Overseers to coach, exchange information, give updates/changes, give out an assignment from our apostle, clarify objectives, finalize proposals, etc.

**All State Overseers are expected to be present at all College of Bishop's meetings.** If the State Overseers is unable to attend the meeting for any reason, the State Overseer must all audios or other medias of the meeting.

**These meetings need to be taken as seriously as any other meeting that you as a pastor may have. If you have read this and agree, please initial \_\_\_\_\_.**

The State Overseers will be responsible for the preparation of their States yearly Conference Meetings. This will call for the State Overseers to coordinate with other State Bishop and State Overseers in our fellowship as it relates to preventing scheduling problems so that the Presiding Apostle may be present if possible. These meetings should be scheduled during the **first three weeks of a chosen month**. The purposes of these meetings are to have fellowship, verbal communication with the Pastors to train, exchange information, give updates/changes, give out assignments from our Apostle, clarify objectives, finalize proposals, etc.

**These meetings need to be taken as seriously as any other meeting that you as a Pastor may have. If you have read this and agree, please initial \_\_\_\_\_.**

## **V. EVALUATIONS**

All State Overseers are expected to conduct performance reviews of each Pastor in their State. The reviews are conducted twice a year- April & November. During this time, the Executive Board will also evaluate the State. **After evaluations, if any State Overseers is proven not to be fulfilling their duties in a proper manner they will be retrained or removed if needed.**

**Your positions need to be taken as seriously as any other part of your ministry that you have as a Pastor. If you have read this and agree, please initial \_\_\_\_\_.**