



**NATIONAL MISSIONARY CONVENTION OF
MOUNT SINAI HOLY CHURCH OF AMERICA, INC.
APPLICATION FOR OFFICE**



PRESIDENT

Reports to: Mt. Sinai Presiding Prelate and Board of Directors

1. Must be a member in good standing in Mt. Sinai Holy Church of America, Inc.
2. Must demonstrate commitment to the mission and values of MSCHA and the National Missionary Convention.
3. Must possess innovation, vision, and strategic thinking.
4. Must possess strong organizational and time-management skills.
5. Be familiar with the duties of each NMC Staff member.
6. Must possess communication and collaboration skills among team members.
7. Must work with the National Site Committee or designee to select and negotiate a convention site each convention year.
8. Work with Mt. Sinai's Business Administrator or designee to solidify contracts and agreements associated with the NMC; assuring accuracy and proper signatures are secured; including hotel contractors and service provider contracts for the convention, i.e. bids for audio sound services.
9. Ensure any flyers, social media post, or communication regarding the convention is reviewed by the Board of Directors or designee before being posted on any form of Mt. Sinai social media. (The Corresponding may also be asked to assist the NMC President with this task.)
10. Work with Corporate Financial Secretary to ensure credit card authorizations and hotel deposits are accurately submitted.
11. Must have the ability to inspire, motivate, and mobilize others towards achieving the mission.
12. Must be able to set and articulate short-and-long term goals and objectives.
13. Must be able to lead the development and implement of vision plans.
14. Must monitor and evaluate the organization/convention's performance
15. Must serve as the primary spokesperson for the convention.
16. Must foster relationships and collaborate with other stakeholders.
17. Must be able to demonstrate and lead fundraising efforts and initiatives.
18. Must have the ability to mentor and develop future leaders for the sustainability of the organization/convention.
19. Must oversee the National Missionary Convention's budget in collaboration with the NMC President, President of Missions, Corporate Treasurer, or Corporate Financial Secretary to ensure financial sustainability for the convention.
20. Must be able to create and deliver high-quality mission and evangelistic oriented programs.
21. Must have the ability to conduct business with organizations, agencies, and other reformations.
22. Be familiar with and willing to follow the protocol of Mt. Sinai Holy Church.
23. Possess a commitment to, and experience with the missionary department.
24. Willing to make a commitment of time and service to ensure the success of the convention.
25. Must participate in local and district functions, and be willing to attend the NMC in its entirety.
26. Must be willing to attend all National Conventions or appoint a designee.
27. Must communicate regularly with Bishop of Missions or designee.
28. Other duties as assigned by Mt. Sinai President, Bishop of Missions, or designee.

NOTE: The term of each office is two (2) years.

Revised 08/02/2024



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VICE PRESIDENT Reports to: NMC President

1. Must be a member in good standing in Mt. Sinai Holy Church of America, Inc.
2. Must demonstrate commitment to the mission and values of MSCHA and the National Missionary Convention.
3. Must be willing to assist and submit under the President's authority in all executive affairs, as requested.
4. Must possess strong organizational and time-management skills.
5. Must be able to fill in for the President as needed for all Presidential duties.
6. Must possess communication and collaboration skills among team members.
7. Must foster relationships and collaborate with other stakeholders.
8. Be able to function in presidential areas noted above, in the absence of the president.
9. Willing to make a commitment of time and service to ensure the success of the convention.
10. Be familiar with and willing to follow the protocol of Mt. Sinai Holy Church.
11. Possess a commitment to, and experience with the missionary department.
12. Willing to make a commitment of time and service to ensure the success of the convention.
13. Must participate in local and district functions.
14. Willing to attend all National Conventions
15. Must be willing to attend the National Missionary Convention in its entirety.
16. Other Duties as assigned by the NMC President, Bishop of Missions, or designee.

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TREASURER Reports to: NMC President

1. Must be a member in good standing in Mt. Sinai Holy Church of America, Inc.
2. Must have a strong background in finance, accounting, or related field or have extensive experience in the field at their local or district level.
3. Must keep an accurate and detailed account of all finances of the convention.
4. Must be able to communicate financial information effectively to all stakeholders.
5. Must submit accurate reports to the Corporate Financial Secretary, NMC President, and MSHCA Office within 30 days of the event.
6. Must be able to monitor and manage the convention's financial health.
7. Must be able to lead the annual convention budgeting process and work with committees and departments to prepare budgets and monitor budget performance (at the discretion of the NMC President).
8. Must collaborate with the Corporate Financial Secretary to ensure corporate finance goals, processes, and procedures are adhered to.
9. Must have some familiarity with financial management and regulations.
10. Must be able to demonstrate proficiency in financial software and tools.
11. Must be able to work cooperatively with the NMC President, NMC Financial Secretary, Corporate Treasurer, and Corporate Financial Secretary to adhere to Mt. Sinai processes and meet corporate financial goals.
12. Must ensure the proper allocation and use of funds.
13. Must possess the ability to work with the National finance verification team (**only upon request**) to accurately verify the amount of each convention offering and assist in preparing it for deposit.
14. Must be able to maintain highest standards of ethics and integrity as well as confidentiality of financial information.
15. Must be willing to make a commitment of time and service to ensure the success of the convention including but not limited to the meeting of financial goals.
16. Must be willing to attend the NMC in its entirety.
17. Other duties as assigned by the NMC President, Bishop of Missions, or designee.

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FINANCIAL SECRETARY Reports to: NMC President

1. Must be a member in good standing in Mt. Sinai Holy Church of America, Inc.
2. Must have a strong background in finance, accounting, or related field or have extensive experience in the field at their local or district level.
3. Must have excellent organizational and record-keeping skills.
4. Must demonstrate the ability to work with the National finance verification team (as needed) to accurately verify the amount of each convention offering and assist in preparing it for deposit..
5. Must be able to demonstrate proficiency in financial software and tools.
6. Must be able to record and track all financial transactions as well as maintain accurate and up-to-date financial records.
7. Must be able to collect and record all incoming funds (donations, dues, fees, church reports, etc.) and ensure timely processing of receipts and payments.
8. Must collaborate with the NMC Treasurer and other officers as necessary to submit accurate reports to the Corporate Financial Secretary, NMC President, and MSHCA Office within thirty (30) days of the event.
9. Must be able to maintain highest standards of ethics and integrity as well as confidentiality of financial information.
10. Must be willing to make a commitment of time and service to ensure the success of the convention including but not limited to the meeting of financial goals.
11. Must be willing to attend the NMC in its entirety.
12. Other duties as assigned by the NMC President, Bishop of Missions, or designee.

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CORRESPONDING SECRETARY – Reports to: NMC President

1. Must be a member in good standing in Mt. Sinai Holy Church of America, Inc.
2. Must possess excellent communication skills (written and verbal).
3. Must be proficient in email and other communication skills (i.e. Zoom, Teams, etc.)
4. Must prepare and distribute agenda and accurate meeting minutes (at the guidance of the NMC President).
5. Must possess strong organizational skills.
6. Must be able to manage all correspondence including but not limited to drafting and sending official letters, emails, and announcements (at the discretion of the NMC President).
7. Must be able to foster a collaborative and supportive environment with the NMC President and other officers.
8. Must be able to archive important documents and ensure they are easily accessible.
9. Must be willing to make a commitment of time and service to ensure the success of the convention including but not limited to the meeting of financial goals.
10. Must participate in local and district functions.
11. Must be willing to attend the NMC in its entirety.
12. Must be able to handle inquiries and provide timely responses.
13. Must be available to receive church reports from Pastors and each NMC and provide a receipt to each Pastor. (Church reports must be submitted to a member of the National Finance Verification Team daily throughout the convention.)
14. Must provide onsite coverage to the Recording Secretary at each NMC convention in recording accurate happenings of the convention activities should he/she need to step away.
15. Other duties as assigned by the NMC President, Bishop of Missions, or designee.

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RECORDING SECRETARY – Reports to: NMC President

1. Must be a member in good standing in Mt. Sinai Holy Church of America, Inc.
2. Must possess excellent communication skills (written and verbal).
3. Must be present at each NMC to accurately and efficiently document all activities of the convention according to the program template. *(Note: A “Word” version of the program will need to be obtained prior to the convention to accomplish this task. Also, possession of a portable laptop is most helpful for accomplishing this task.)*
4. Must be able to submit a copy of the recordings document via email to the Mt. Sinai corporate office at the end of each NMC.
5. Proficiency in other communication skills (i.e. Zoom, Teams, etc.) is helpful.
6. Must possess strong organizational skills.
7. Must be able to foster a collaborative and supportive environment with President and other officers.
8. Must be able to archive important documents and ensure they are easily accessible.
9. Must be willing to make a commitment of time and service to ensure the success of the convention including but not limited to the meeting of financial goals.
10. Must participate in local and district functions.
11. Must be willing to attend the NMC in its entirety.
12. Must be able to handle inquiries and provide timely responses.
13. Must be able to provide onsite coverage for the Corresponding Secretary at each NMC as it relates to acceptance of church reports and/or miscellaneous requests during the convention; should he/she need to step away.
14. Other duties as assigned by the NMC President, Bishop of Missions, or designee.

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4. List community involvement that lends support to your local church ministry and that could be accessible to the National Missionary Convention.

5. Why should you be considered for this NMC office position for which you are applying?

Applicant's Signature: _____ **Date:** _____

Pastor's Signature: _____ **Date:** _____

Signatures Required:

Presiding Elder: _____ **Date:** _____

Presiding Bishop: _____ **Date:** _____

Please submit a photo with application. Applications due by **Monday, October 7, 2024.**

COMPLETED APPLICATIONS MUST BE MAILED TO:

Mount Sinai Holy Church of America, Inc.

**ATTN: NMC Application
c/o Evangelist Karen Burgest
209 Wheat Drive
Marydel, Delaware, 19964
karenburgest@yahoo.com**