

## Role Summary

The Western Ontario District exists to cultivate healthy leaders and healthy churches, inspiring and resourcing them to shape their culture toward spiritual vitality.

The Chief Administrative Officer (CAO) serves this mission by stewarding the District's governance, financial resources, and organizational systems, resourcing leaders and churches across the District as they flourish in their calling. Working in partnership with the District Superintendent and District Executive, the Chief Administrative Officer provides strategic leadership across governance, finance, human resources, risk management, organizational systems, and operational stewardship. Through strong governance, wise stewardship, and effective organizational leadership, this senior executive officer ensures that the District's resources and systems faithfully serve the mission of equipping Spirit-led leaders, strengthening churches, and extending the message of Jesus to the world.

This role is deeply connected to the life and ministry of the District, helping ensure that the structures that support and resource our leaders and churches operate with integrity, transparency, and excellence.

The constitutional requirements for this role are outlined in the District Constitution and By-Laws.

## Leadership Accountability and Key Relationships

- **Reports to the District Superintendent**, providing strategic, administrative, and operational leadership under the Superintendent's spiritual and strategic direction and leadership.
- **Accountable to the District Executive**, ensuring transparency, governance, alignment and organizational integrity and overall effectiveness.
- **Supervises directors or managers or department leads** across Operations, Finance, Facilities, Information Technology, Human Resources, and other administrative or support units as assigned.
- **Works closely with the National Administrators Committee of the PAOC** to support alignment, collaboration, and shared initiatives.
- **Engages with governance bodies**, ensuring alignment between administrative operations, statutory regulations, policy frameworks, and strategic direction.

## Key Areas of Responsibility

### 1. Strategic Leadership & Organizational Effectiveness

Provide executive leadership that supports the spiritual vision and strategic direction of the District Superintendent and District Executive. This role ensures that the District's organizational systems, staff structures and administrative practices support the mission of cultivating healthy leaders and healthy churches.

Responsibilities include:

- Supporting the District Superintendent in translating strategic priorities into practical organizational plans and initiatives
- Helping ensure the District's ministries, departments and administrative functions operate with clarity, alignment and shared purpose

- Providing executive oversight of the District's administrative operations that strengthens organizational effectiveness through wise stewardship, sound administrative structures and continuous improvement of District systems and processes
- Encouraging strong coordination and collaboration across District operational departments under the CAO's oversight to ensure that resources and efforts are aligned with the District's mission and strategic priorities and strategic priorities
- Monitoring organizational progress and effectiveness to help District leadership maintain clear insight into how the District's strategic initiatives are advancing its mission
- Providing counsel and recommendations to the District Superintendent and District Executive regarding administrative, operational and governance best practices that strengthen decision-making and overall health of the District

## **2. Governance & Board Administration**

Provide executive leadership to maintain strong governance practices that uphold the integrity, accountability and transparency of the District.

Responsibilities include:

- Overseeing the implementation of governance and policy frameworks, standards, and compliance
- Serving as District Secretary for the Annual General Meeting, District Executive and assigned committees, including serving as the Chair of the Constitutional Review Committee and the Policy Committee.
- Ensuring the careful preparation, maintenance and safeguarding of governance documentation including policies, minutes, resolutions and administrative procedures
- Overseeing Annual General Meeting preparation, reporting, elections and constitutional matters
- Ensuring governance processes align with District bylaws, Fellowship standards, and provincial requirements, mitigating organizational and governance risks
- Ensuring the District's fiduciary responsibilities and regulatory obligations are fulfilled through sound governance practices, compliant operations and transparent reporting
- Advising the District Executive and Officers on board policy governance best practices and by-law compliance

## **3. Financial Leadership & Stewardship**

Promote a culture of faithful financial stewardship so that resources entrusted to the District are managed with wisdom, transparency and accountability.

Responsibilities include:

- Providing executive oversight of financial systems, including budgeting, forecasting, cash flow management, investments, grants, donor-advised funds and financial risk management
- Ensuring appropriate financial controls, accountability practices and stewardship processes are in place across District operations
- Overseeing annual audits and ensuring regulatory filings are completed accurately and in a timely manner
- Ensuring accuracy, accessibility and alignment with statutory and organizational standards when reporting financials to the District Executive and the District constituency at the Annual General Meeting

#### **4. Human Resources & Organizational Leadership**

Support the development of a healthy organizational culture within the District office and ministry structures.

Responsibilities include:

- Overseeing the implementation of the District's organizational structure and staffing model to ensure alignment with District's strategic priorities and ministry objectives.
- Overseeing HR policies, recruitment, onboarding, off boarding and resource management
- Supporting staff development, performance reviews rhythms and training initiatives to strengthen the capacity of the District team
- Ensuring employment records and personnel practices align with employment standards, legal requirements and healthy workplace practices
- Encouraging leadership development and succession planning that supports long-term organizational stability and ministry effectiveness.

#### **5. Risk Management, Legal & Compliance**

Provide leadership in safeguarding the integrity, reputation, and long-term health of the District through responsible risk awareness, sound governance practices and compliance with legal and regulatory obligations. This ensures the ministries of the District can operate with confidence, accountability and resilience in a complex and changing environment.

Responsibilities include:

- Providing leadership oversight of the District's enterprise risk management processes, including maintaining risk registers and monitoring organization risks related to operational, financial, technological, legal, data/privacy, cybersecurity, artificial-intelligence and ministry activities
- Overseeing business continuity planning and disaster recovery readiness to ensure the District's ministries and systems remain resilient during disruptions
- Ensuring administrative policies, procedures and internal controls appropriately manage risk and strengthen organizational accountability
- Coordinating legal counsel when required within established policy frameworks
- Overseeing insurance programs including property, liability, benefits and other coverage to ensure appropriate protection for the District and its ministries
- Serving as the District's liaison with insurers, legal counsel, benefit providers and regulatory bodies, ensuring fulfillment of obligations, contracts and compliance requirements
- Ensuring the District remains compliant with charitable law, ONCA requirements, and the governing documents of the District and the Pentecostal Assemblies of Canada

#### **6. Operations, Property & Information Systems**

Provide stewardship and oversight of the District's operational systems, facilities, and technology infrastructure so that the administrative foundation supporting the District's ministries remain effective, secure, and responsive.

Responsibilities include:

- Providing leadership oversight of the District's information systems, technology infrastructure, cybersecurity practices, data protection and data privacy policies
- Promoting the ongoing development of technology systems and operational processes that improve efficiency, security and organizational effectiveness

- Overseeing the stewardship and management of District properties and facilities, including maintenance, renovations and long-term planning
- Providing oversight of leases, tenants, capital projects and property transactions to ensure responsible stewardship of District assets
- Providing executive oversight for procurement processes, office equipment, contracts, vendor relationships, and major service agreements
- Encouraging innovation and continuous improvement across operational systems and administrative processes

## **7. Church & Clergy Records**

Provide executive oversight for the stewardship and care of the District's church and clergy records, ensuring that credentialing processes, governance documentation and ministry records are maintained with accuracy, integrity and care.

Responsibilities include:

- Overseeing credentialing and ordination processes in collaboration with District and PAOC leadership
- Ensuring that credential standards and administrative procedures are followed appropriately throughout the credentialing process
- Ensuring church and clergy databases and documentation are maintained in a timely and reliable manner
- Overseeing the processing of constitutional amendment requests from affiliated churches while championing the spirit of our cooperative fellowship
- Overseeing effective coordination between the district and national offices

## **8. Ministry Support & Representation**

Serve as a trusted resource to churches, pastors and leaders across the District by offering guidance and counsel.

Responsibilities include:

- Serving as a resource to affiliated boards and committees on governance best practices and compliance.
- Providing consultation and support to churches, pastors, camps, and Regional Directors as needed
- Representing the District at services, ordinations, ministry events and official gatherings
- Supporting the work of the District Superintendent, District Executive and District Conference as assigned

## **Qualifications & Competencies**

- Must be eligible to hold credentials with the Pentecostal Assemblies of Canada
- Bachelor's degree in ministry, theology, business administration, finance, or related field
- Demonstrated executive leadership and organizational management experience
- Strong financial acumen and understanding of nonprofit governance
- Knowledge of employment law, risk management, and compliance frameworks
- Excellent communication, judgment, and collaborative leadership skills

## **Evaluation Structure**

In accordance with the Bylaw, this position constitutes a term-based appointment, made by the District Executive in partnership with the District Superintendent. Such appointment is ratified by the District Conference. Both the District Executive and the District Superintendent will participate in the evaluation of this role. Annual evaluations are conducted by the District Superintendent, incorporating feedback from District Executive to assess leadership effectiveness, administrative performance, and organizational impact.

## **Acknowledgement of Role Expectations**

I acknowledge that I have received and understand the role description of Chief Administrative Officer (CAO). This document outlines the core responsibilities and expectation of the role. I understand that the duties described may evolve in response to organizational priorities, legislative requirements, and direction from the District Superintendent and District Executive.

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Chief Administrative Officer

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Date

I confirm that this role description accurately reflects the core responsibilities and expectations of the Chief Administrative Officer role within the District.

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District Executive Chair

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Date

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District Executive Vice Chair

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Date