

Indiana Conference of the United Methodist Church

POSITION DESCRIPTION

1. **Title of position** District Assistant
2. **Classification** Support Staff
3. **Supervisor** District Superintendent
4. **Responsibilities**

- a. **Overall purpose of position**

To enhance the effectiveness of the district superintendent and the congregations in the district in making disciples of Jesus Christ for the transformation of the world

- b. **Essential functions**

- 1) Serves as the “voice” for the connection to the district, after the bishop and district superintendent, as well as the most frequent point of first contact
- 2) Screens phone calls and mail in order to keep as much off the desk of the superintendent(s) as possible, and forwards essential communication to the appropriate person or group, asking the question: “Is this something I can help you with?”
- 3) Helps maintain the schedule for the superintendent(s)
- 4) Anticipates needs of the superintendent(s)
- 5) Functions as a caring listener and advisor to pastors, staff and church members, including “soul care” and encouragement
- 6) Acts as the communication hub for district e-newsletters, website updates, etc., working in conjunction with the director of communication
- 7) Sends vouchers, monitors the district budget, etc., working with the superintendent(s) and the director of financial services (treasurer)
- 8) Maintains conference database updates for church leadership and clergy addresses, email addresses, phone numbers, web site addresses on Shelby (conference database)
- 9) Assists the annual conference in obtaining needed documents and data (as requested)
- 10) Attends periodic training events at the conference office or other designated locations
- 11) Maintains confidentiality of any information told or overheard

c. Occasional functions

Within and beyond the essential functions that have been named, there are occasional functions that each district superintendent will need to prioritize and work out with the district assistant.

d. Supervision of staff/volunteers (if any)

(none)

e. Workplace requirements

- 1) Technology: up-to-date hardware and software (phone, computer, fax/scanner, copier, printer, etc.)
- 2) Office space with storage

f. Budget accountability

To the district superintendent(s)

5. Qualifications required to carry out this position: knowledge, abilities, and skills

- a. Knowledgeable and supportive of the mission and ministry of the United Methodist Church
- b. Deep sensitivity and commitment to diversity (culture, race, gender, theology, etc.)
- c. Clear commitment to the purpose of the annual conference and its fulfillment at the district level
- d. Ability to organize and carry out work in an efficient and effective manner
- e. High level of computer competence, including Windows and Microsoft Office, with ability to interface with conference data base and conference web site
- f. Developed relational skills demonstrated through a thoughtful, caring, non-anxious presence
- g. Capacity to make wise decisions that will lead to desired results
- h. Dependable and trustworthy in maintaining a thoroughgoing confidentiality
- i. Congenial personality (“fun to be around”)
- j. Team player
- k. Understands and carries out work as a ministry.

6. Additional comments that may aid in describing the work of this position

Position may relate to one or more districts and may be part-time or full-time.