

Indiana Conference of the United Methodist Church

POSITION DESCRIPTION

1. **Title of position** Director of Connectional Ministries
2. **Classification** Executive
3. **Supervisor** Bishop
4. **Responsibilities**

a. Overall purpose of position

The Director of Connectional Ministry (2004 *Book of Discipline* ¶607) serves as steward of the vision of the conference (including development, clarification, interpretation and embodiment of the vision); serves as leader of the continuous process of transformation and renewal necessary for the conference to be faithful to our Christian identity in a changing world; ensures alignment of the total resources of the conference to its vision; and ensures the connections among the local, district, conference, and general church ministries for the purpose of networking, resourcing, and communicating their shared ministry.

b. Essential functions

- 1) Coordinates all program functions of the conference in areas of discipleship, mission, advocacy, and supervises staff in these areas, as well as staff supporting the Board of Ordained Ministry and senior staff of the camping program.
- 2) Serves with the bishop and other conference directors in supporting local churches in their mission of making disciples of Jesus Christ for the transformation of the world.
- 3) Rules and Structure – provides staff support for this committee and assists them in developing plans for the session of the annual conference.
- 4) Nominations – provides staff support for this committee in the process of identifying volunteer committee membership for essential conference committees.
- 5) Annual Conference Sessions – provides staff support for this committee.
- 6) Coordinates plenary sessions of annual conference.
- 7) Provides oversight for conference ministries pertaining to youth, young adults, and campus ministry; missions and advocacy; lay leadership; clergy services; camping and retreats.

c. Occasional functions

- 1) Supports and coordinates activities of other groups that have affiliation through connectional ministry
 - a) Board of Laity
 - b) Institutional relationships (health and welfare ministries)
 - c) Other church based ministries relating to Mission, Advocacy, or Discipleship
 - d) UMW and UMM
 - e) Social Advocacy and Justice Ministries

- f) Archives and History
- g) Order of Elders, Orders of Deacons, and the Fellowship of Local Pastors

2) Represents conference ministries at jurisdictional and national events

d. Supervision of staff/volunteers

- 1) Associate Director for Youth, Young Adult, and Campus Ministry Services
- 2) Associate Director for Missions and Advocacy
- 3) Associate Director for Lay Leadership
- 4) Associate Director for Clergy Services
- 5) Associate Director of Camping
- 6) Capital Campaign Coordinator
- 7) Support Staff positions
- 8) Volunteer leadership from various conference committees

e. Workplace requirements

- 1) Mobile communication support (i.e., iPhone, or Blackberry, or similar)
- 2) Travel by car on weekly basis, and some air travel to national events (about four times per year)

f. Budget accountability

Supervision of groups related to connectional ministries that have budget accountability to the treasurer

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) Substantial familiarity with structure, and polity of the UMC
- d) Efficient and effective organizational skills
- e) Excellent communication skills
- f) Familiarity with computer technology and software programs (Word, PowerPoint, Excel, database management)

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