

## Indiana Conference of the United Methodist Church

### POSITION DESCRIPTION

1. **Title of position** Associate Director for Church Development
2. **Classification** Managerial
3. **Supervisor** Director of Church Development
4. **Responsibilities**

- a. **Overall purpose of position**

To develop and implement the conference strategic plan for church development, with a focus on making disciples of Jesus Christ for the transformation of the world

- b. **Essential functions**

- 1) Identifies and motivate transformational leaders.
- 2) Carries out the church development strategic plan within two specific districts, working in collaboration with their district superintendents.
- 3) Utilizes “best practice” church development tools.
- 4) Participates in ongoing professional development and integrate new learning that emerges.
- 5) Develops and leads church development training events.
- 6) Engages in ongoing, effective communication with conference churches and leaders regarding church development stories, information, and resources.
- 7) Requests personal performance evaluations from churches and workshop participants following consultations and training events in order to strive for continuous improvement and excellence.
- 8) Provides supervisor with a detailed monthly report of activities.
- 9) Serves and resources conference church development committees, and related teams or task forces.

- c. **Occasional functions**

To be determined on the basis of individual staff interest and expertise, and tasks necessitated by the regional nature of the position

- d. **Supervision of staff/volunteers (if any)**

(none)

- e. **Workplace requirements**

- 1) Travel: automobile (air travel to national events)
- 2) Technology: internet enabled mobile phone, laptop computer with voice and video capabilities, digital cameras with still and video capacities, video projector and supporting equipment

**f. Budget accountability**

To Director of Church Development

**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) Clearly evident Christian commitment
- d) Bachelor's degree or equivalent required (master's degree preferred)
- e) Familiarity with structure and polity of the United Methodist Church
- f) Competence in "best practices" of church growth and revitalization
- g) Demonstrated ability to lead groups for change
- h) High level of ability in evoking trust and building meaningful relationships
- i) Outstanding communication skills
- j) Proficiency in computer technology and programs (Word, PowerPoint, Excel, etc.)
- k) Experience as an effective team player

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