

Indiana Conference of the United Methodist Church

POSITION DESCRIPTION

1. **Title of position** Executive Assistant to the Bishop
2. **Classification** Executive
3. **Supervisor** Bishop
4. **Responsibilities**

a. Overall purpose of position

Support and assist the resident bishop in the performance of his/her function in such ways to enhance episcopal leadership and influence for the Indiana Area of The United Methodist Church.

b. Essential functions

- 1) Represent the bishop
 - a) Speak for and on behalf of the bishop as needed and determined by the bishop
 - b) Help the bishop supervise the cabinet and directors
 - c) Serve in the following capacities
 - On agency and institution boards of directors
 - On conference bodies such as CFA, trustees, and leadership table
 - At various celebrations and recognitions in congregations and agencies
- 2) Serve as consultant to the bishop on specific projects, issues, and decisions
 - a) District superintendent candidates
 - b) Staff candidates
 - c) Personnel legal issues
 - d) Financial implications of decisions
 - e) Major mission emphasis/projects for the conference
- 3) Inform the bishop
 - a) By providing background information leading up to major decisions being presented for conference action
 - b) About discussions, issues, and potential conflicts arising out of conference, cabinet, and agency decisions
 - c) Of background and context of incidents or events that have potential legal implications to the conference, cabinet, or the episcopal office
 - d) When information and background information is requested by the bishop to inform episcopal decisions
- 4) Intervene on behalf of the bishop
 - a) First contact with pastors, church leaders seeking to complain to the bishop

- b) When a report of some misconduct or inappropriate behavior is received, do preliminary research into the situation and context
- c) Carry out preliminary information gathering and credential review when clergy from other denominations or other Methodist communes are seeking to relate to the UMC in Indiana
- d) Preliminary Interface with BOOM, cabinet, in matters needing attention by the bishop
 - Consult with BOOM at their request in order to craft and shape wording for a process change that is consistent with the *Discipline* prior to being presented to the bishop for his decision or support
 - Consult with cabinet members at their request about process and procedure related to unique situations with clergy and/or congregations
- e) Gather information, rationale, and justification, for CFA decision making to help inform the bishop about the decision in preparation for presentation to annual conference session

5) Oversee projects initiated through the episcopal office

- a) Operation Classroom
- b) Well-Lived Pastoral Life
- c) Leadership development, including training for cabinet and directors
- d) Office staff personnel matters

c. Occasional functions

- 1) Preach at various congregational celebration and recognitions of accomplishments
- 2) Consult directly with pastors and/or congregation leaders of specific congregations for missional planning
- 3) Represent the bishop when he/she needs to be excused from various trustee functions at denominational institution events

d. Supervision of staff/volunteers (if any)

- 1) Office staff
- 2) Indiana Area Foundation staff (currently)
- 3) Cabinet
- 4) Directors

e. Workplace requirements

- 1) Ability to travel throughout the state and beyond
- 2) Utilization of technology pertinent to the position

f. Budget accountability

- 1) Prepare annual budget for episcopal office functions and present to CFA
- 2) Report to GCFA on Episcopal Fund expenditures
- 3) Sign off on all expenditures for the episcopal office
- 4) Monitor and sign off on Indiana Area Foundation expenditures
- 5) Monitor and sign off on Operation Classroom expenditures

6) Review and monitor monthly/quarterly financial statements for both the Area Office and the Indiana Area Foundation.

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. High tolerance for ambiguity in order to manage a constantly changing working environment
- d. Unquestionable integrity that instills trust by others
- e. Clear understanding of the principles and practices of confidentiality
- f. Understanding of how organizational systems work
- g. Ability to work without daily oversight
- h. High level of skill in managing electronic and digital communications with multiple audiences
- i. Skill in organizing information for presentation
- j. Understanding the principles of information storage, filing, and retrieval
- k. Deep understanding of overall events and experiences of the judicatory over a generation
- l. Ability to understand one's position in relationship to the bishop
- m. Working knowledge of Microsoft Office Suite
- n. Good telephone communications skills
- o. Ability to delegate to support staff and monitor task completion

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

CFA means Council on Finances and Administration

BOOM means Board of Ordained Ministry

GCFA means General Council on Finance and Administration