

## Indiana Conference of the United Methodist Church

### POSITION DESCRIPTION

1. **Title of position** District Superintendent
2. **Classification** Executive
3. **Supervisor** Bishop
4. **Responsibilities**

**a. Overall purpose of position**

To oversee the ministry of appointed clergy and congregations in making disciples of Jesus Christ for the transformation of the world, working in mutual accountability as a team with the Bishop and the rest of the Cabinet.

**b. Essential functions (directly or through delegation), all of which are in compliance with *The Book of Discipline*.**

- 1) Provides spiritual and pastoral presence and leadership to clergy and laity, together with a team of clergy and laity within each cluster and district
- 2) Supervises elders, deacons, and local pastors, in conjunction with staff-parish relations committees with whom they work, in order to develop leaders who are focused, effective, and accountable
- 3) Cultivates candidates for ordained ministry in correlation with the local congregation, the district committee on ministry, and the conference board of ordained ministry
- 4) Administers those matters that are essential to the efficient functioning of local congregations, clusters, and district, with appropriate utilization of highly competent staff, and a prudent reliance on available resources
- 5) Links up energies among congregations and collaborates with program units in clusters, districts, and conference
- 6) Exercises responsibility for the appointment of clergy to local congregations, in cooperation with other district superintendents, and under the supervision of the bishop

**c. Occasional functions (directly or through delegation)**

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

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

- 1) District assistant and Associate District Superintendent
- 2) Any other staff determined by the district

**e. Workplace requirements**

- 1) Mobility: travel by car (public transportation when needed)

- 2) Technology: utilization of mobile equipment (phone, access to email and database information, etc.), wireless laptop computer, and other electronic hardware and software (e.g., voice and video conferencing)
- 3) Physical space (as determined by each district superintendent)
- 4) Secretarial and administrative support from district and conference personnel

**f. Budget accountability**

To district, cabinet, council of finance and administration, and conference

**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. Ordination as a United Methodist elder
- d. Appointment by the bishop
- e. Unquestionable integrity in all facets of personal and professional life—one that grows out of a deep and mature trust relationship with God through Jesus Christ
- f. Relational ability that evokes trust from others
- g. Pastoral concern that combines care and compassion with equity and fairness
- h. Ability to make decisions that integrates principle (the right thing to do) and affect (the way an individual receives the decision)
- i. High level of exemplary leadership and administrative competence, with wise utilization of delegation as a means to efficient and effective service
- j. Understanding of, and openness to, a wide variety of individuals, ideas, and practices
- k. Natural inclination to flexibility and adaptability

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

Meeting the expectations of the bishop in terms of observable outcomes is paramount in this position, since the cabinet is the extension of the bishop in many situations in the life of the conference.