

Indiana Conference of the United Methodist Church

POSITION DESCRIPTION

1. **Title of position** Associate Director for Missions and Advocacy
2. **Classification** Managerial
3. **Supervisor** Director of Connectional Ministries
4. **Responsibilities**
 - a. **Overall purpose of position**

Provide direction and leadership regarding missions and advocacy ministries for the Indiana Conference. Interpret missions and advocacy possibilities to multiple audiences and equip local leaders to do the same.
 - b. **Essential Functions**
 - 1) Develop a mission/advocacy plan that will assist the conference in strengthening and equipping local congregations, clusters, and districts to envision and implement their own plans for mission and advocacy.
 - 2) Create a team of mission coaches whose work will be to provide stewardship education, global mission education activities, convene mission support conversations, strengthen congregational generosity, and initiate mission-trip planning and implementation.
 - 3) Create a team of advocacy coaches whose work will be to provide advocacy education, convene advocacy conversations and training, and strengthen congregational generosity and involvement in advocacy issues.
 - 4) Assist the coaching teams to identify, select, and deploy lay and clergy to serve as mission and advocacy developers.
 - 5) Encourage new mission and advocacy opportunities both within and outside the conference.
 - 6) Communicate the stories of God's active presence in congregations and in people's lives through their giving to mission and advocacy support.
 - 7) Coordinate with conference approved ministries to promote these companion missional relationships.
 - 8) Network and organize presentations, visitations, and speakers for events as related to missions and advocacy ministries.
 - 9) Work with the DCM to create a "speaker's bureau" for the conference.
 - c. **Occasional Functions**
 - 1) Create and maintain conference reports.
 - a) Prepare report for pre-conference publication.
 - b) Create report for conference presentation:
 - 2) Enable quarterly support and training for the missions/advocacy teams.
 - 3) Host and moderate the annual meeting of the conference missions/advocacy team.
 - 4) Attend General Board of Church & Society and General Board of Global Ministry training.
 - 5) Network with other missions/advocacy professionals both inside and outside the UMC.

d. Supervision of staff/volunteers

- 1) Supervise the regional missions/advocacy teams.
- 2) Work with the communication staff in producing and delivering communications to the churches, clusters, districts, and conference.

e. Workplace requirements

- 1) Office at conference center: laptop with networking capabilities and VPN, Bluetooth headset, cell phone
- 2) Services of an administrative assistant

f. Budget Accountability

- 1) Oversee missions/advocacy finances.
 - a) Assist with development of budgets.
 - b) Maintain financial records.
 - c) Voucher and authorize expenditures.
- 2) Prepare and present report for annual conference.

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

- 1) Energetic leader with passion for missions and advocacy
- 2) Thorough knowledge of the UMC and *The Book of Discipline*
- 3) Bachelor's degree (master's preferred) and minimum of five years experience in related field
- 4) Organizational, administrative, and people skills
- 5) Ability to be a team player and supervise teams
- 6) Strong communication skills: writing, speaking, and correspondence
- 7) Deep sensitivity and commitment to diversity (culture, race, gender, theology, etc.)
- 8) Relational skills that inspire trust from others
- 9) Enthusiasm for educating others about missions and advocacy issues
- 10) Computer skills – Microsoft Office Suite

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

- 1) Love of missions and ability to lead, teach, and inspire that love in others
- 2) Passionate about advocacy issues, and ability to inspire that passion in others
- 3) Essential: strong personal leadership and follow-through skills