

Indiana Conference of the United Methodist Church

POSITION DESCRIPTION

1. **Title of position** Associate Director for Clergy Services
2. **Classification** Managerial
3. **Supervisor** Director of Connectional Ministries
4. **Responsibilities**

- a. **Overall purpose of position**

Responsible for maintaining records and providing support and training for District Committees on Ordained Ministry (DCOM) and the Conference Board of Ordained Ministry (CBOM)

- b. **Essential functions**

- 1) Serves as registrar for CBOM
 - a) Maintains and updates clergy files as required by *The Book of Discipline* for CBOM and cabinet
 - b) Oversees commissioning and ordination processes for candidates
 - Develops and maintains forms
 - Obtains candidate information from DCOM
 - Sends and receives information packets and paperwork to/from candidates
 - Coordinates psychological assessments and background screenings
 - Orders crosses/stoles
 - Notifies candidates of annual conference required meetings
 - Assists with celebration of ministry service
 - c) Coordinates interviews of commissioning and ordination candidates, including notification of decisions
 - d) Coordinates bishop's retreat for ordinands
 - e) Provides CBOM information and status changes to conference office for official records
 - f) Maintains CBOM administrative files: membership roster, minutes, guidelines, and policies
 - g) Issues CBOM change of status and MI report forms
 - h) Staffs CBOM continuing education panel
- 2) Serves as coordinator for DCOMs
 - a) Provides resources regarding candidacy process to district committees, candidates, and clergy
 - b) Trains district committees
 - c) Creates, updates, and maintains DCOM forms
 - d) Maintains files for all levels of candidacy—inquiring, declared, and certified, including certification information received from DCOM
 - f) Maintains files for licensed pastors
 - g) Provides resources regarding Course of Study (COS)
 - h) Maintains COS files for all licensed local pastors
 - i) Identifies COS graduates for recognition at annual conference

- 3) Coordinates mentor process
 - a) Trains clergy as mentors for candidacy and commissioning processes
 - b) Maintains candidacy mentor database on GBHEM website
 - c) Resources candidacy mentors
 - d) Assists DCOM identifying and assigning mentors
- 4) Prepares annual conference reports
 - a) Creates report and PowerPoint presentation for clergy session
 - b) Sends required reports to GBHEM
 - c) Assists conference secretary with CBOOM portion of conference journal
 - d) Maintains list of seminarians

c. Occasional functions

- 1) Staffs Residence in Ministry board (as requested)
- 2) Processes background checks for clergy and laity (as requested)
- 3) Participates in Board Staff Network
- 4) Attends GBHEM trainings

d. Supervision of staff/volunteers

(none)

e. Workplace requirements

- 1) Location – conference center
- 2) Technology – computer with networking capacity

f. Budget accountability

- 1) Assists with development of budget
- 2) Maintains CBOOM financial records
- 3) Approves and processes CBOOM expenditures and requests for seminary aid and continuing education

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) Energetic leader with passion for clergy services
- d) Thorough knowledge of the UMC and *The Book of Discipline*
- e) Bachelor's degree (master's preferred) and minimum of five years experience in related field
- f) Organizational, administrative, and people skills
- g) Ability to be a team player and supervise teams
- h) Strong communication skills: writing, speaking, and correspondence
- i) Relational skills that inspire trust from others
- j) Enthusiasm for educating others about missions and advocacy issues
- k) Computer skills – Microsoft Office Suite

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