



Minnesota Conference

United Church of Christ

Position Description

Job Title: Associate Conference Minister

FLSA Status: Exempt

Position Overview

The Minnesota Conference seeks an ordained UCC minister for a full-time Associate Conference Minister (ACM) position to begin on or before January 1, 2022.

The ACM will staff the Conference’s Committee on Ministry (COM) and each of its three subcommittees plus the Executive Committee. The ACM will also provide a ministry of presence and care to approximately 80 congregations and pastors across the Minnesota Conference.

The Associate Conference Minister will serve as a collegial member of a Conference ministry team that includes one other ACM, offering assistance or assuming duties as individual workloads require. This ACM will share in responsibilities related to fitness reviews, Situational Support Consultations, and various events of the Conference. The candidate will also work in collaboration with other staff to fulfill the strategic plan (see attached) and staff work plan approved by the Board of Directors.

The Minnesota Conference is currently engaged in an adaptive season of experimentation and assessment in regards to our staff structure. Assignments may change over time as a result; specific responsibilities shall be determined in consultation with the Conference Minister, who is accountable to the Board of Directors.

Key Accountabilities

Key Accountability	Desired Key Actions to Successfully Achieve Key Role Accountabilities	% Overall Job Responsibility
1. Committee on Ministry	<ul style="list-style-type: none"> Act as lone staff support to the Committee on Ministry (COM) of the Conference Provide primary staff support to the Response Team for fitness reviews and situational support consultations, including ongoing recruitment of team members and providing for ongoing training of members Attend all meetings of the Executive Committee, Discernment & Preparation for Authorized Ministry (DPAM) subcommittee, Covenant subcommittee, Subcommittee on Authorized Ministry (SAM), and full Committee on Ministry Ensure proper tracking and enforcement of authorized minister required trainings (e.g. Power & Boundary training, Anti-racism training) 	30%

2. Care and nurture of Congregations & Pastors	<ul style="list-style-type: none"> • Extend a ministry of presence to approximately 80 local churches of the Conference and to pastoral leaders in the those churches • Attend assigned clergy cluster gatherings • Provide resourcing and consult to congregations, clergy, and/or lay leaders and committees • Sustain structures for the intentional development of authorized ministers – including clergy “communities of practice”, mutual support calls, clergy clusters, and/or covenant groups directed toward support, accountability, and growth • Be present for ordinations, installations, and farewell services as needed 	40%
3. Support & care for specialized groups	<ul style="list-style-type: none"> • Share in providing regular support & presence to authorized ministers who are chaplains or who serve in other specialized settings, as well as to the retired clergy in the Conference 	5%
4. Fulfillment of organizational responsibilities	<ul style="list-style-type: none"> • Participate collegially in all-staff meetings, ministry team meetings, and meetings of the Conference Board of Directors • Supervise & provide effective oversight of the Administrative Assistant to the ACM’s • Provide staff support to Conference Teams, Work Groups, or special task forces as assigned by Conference Minister • Work cooperatively and collegially with the Conference Minister and other staff to provide effective administrative leadership • Participate in gatherings and meetings of the wider United Church of Christ as requested and necessary. 	25%
Total %		100%

Essential Qualifications/Requirements

Education/Experience:

The ACM will be an authorized minister of the United Church of Christ with at least five years of experience in authorized ministry. Prior experience with Committees on Ministry is expected.

Competencies:

The ACM will be a person of deep and evident Christian faith who is:

- Scripturally grounded and theologically articulate;
- Exhibits understanding of and passion for the local church;
- Knowledgeable about the diverse settings and the operations of the United Church of Christ;
- Able and will commit to function as a collegial staff team member;
- Culturally competent across theological, racial, and geographic diversities;
- Effective communicator; and
- Savvy about and skilled in organizational dynamics and conflict management.

Skills/Abilities:

- Must be highly adaptable and able to exhibit flexibility in regards to responsibilities & work style
- Shows self-awareness, integrity, and respect in relationships;
- Exhibits the courage to face challenge and change;
- Is approachable and accessible;

- Is able to manage multiple projects daily & respond on a timely basis;
- Maintains appropriate personal and professional boundaries; and
- Technologically literate with applications such as Zoom.

Additional Requirements:

- Willingness and ability to do extensive travel within Minnesota.
- Successfully pass a background check.

Call Status and Accountability

The ACM will be called by the Minnesota Conference Board of Directors and will be accountable to the Conference Minister in the day-to-day exercise of ministry.

Direct/Indirect Reports

- Number of direct reports and titles: 1 (Administrative Assistant to the Associate Conference Ministers)

Budgetary/Fiscal Responsibilities

Responsible for managing own ACM cost center.

Position Location

The ACM will live in Minnesota in order to facilitate faithful ministry presence to the entire Conference. Conference staff are currently working in a hybrid arrangement, blending work from home with work in the Conference office. Office space will be available at the Minnesota Church Center (122 W. Franklin Ave, Suite 323; Minneapolis) at present; the Conference Board of Directors is currently assessing future office arrangements.

Compensation

Base compensation (salary + housing) will be \$86,358. Generous benefits and a relocation allowance are also provided.

The Minnesota Conference is an equal opportunity employer. Persons of color, LGBTQ+, and persons with disabilities are strongly encouraged to apply for this ministry position.

Note: The following strategic plan document was approved by the Board of Directors in March 2020. The Conference staff team has since developed a more detailed work plan consistent with this document which guides our work and is imbedded in our budget. Other essential responsibilities of the Conference and staff also continue.

Our Calling

God calls the Minnesota Conference United Church of Christ to equip a courageous Church alive with Christ's transforming love.

Our Strategic Priorities and Goals

Deepening Connections

The Minnesota Conference responds to God's covenantal call by facilitating relationships within and beyond the Church. Resisting isolation, we serve as connective tissue for deep listening, healing justice and spiritual transformation. The Conference fosters mutual, loving and creative collaboration among our congregations, the United Church of Christ, multifaith partners, and community organizations.

Goals:

1. Share resources, programming and best practices.
2. Connect Conference members to one another in order to faithfully build one another up in love.
3. Develop and deepen relationships with organizations with whom we share common goals.

Developing Leaders

We equip disciples in all ages, stages and settings of the Minnesota Conference to lead an emerging Church with passion and excellence. We cultivate the leadership skills needed for a changing landscape of Church and culture, including adaptability, faithful risk-taking, collaboration, and the ability to assess ministry contexts. Our efforts result in deepened spirituality, revitalized congregations, and purposeful ministry among leaders of all ages.

Goals:

1. Address the growing challenge of providing trained pastoral leadership to congregations of all sizes and settings, and provide for multiple paths to authorized ministry.
2. Develop and strengthen faith in youth and young adults, especially through the means of outdoor ministry, immersion experiences, and the practice of their own leadership as they move out into the world.
3. Encourage adult leaders with spiritual enrichment and resources relevant to multiple contexts.

Doing Justice and Mercy

The Minnesota Conference joins God's mission to transform the world, extending a prophetic call for mercy, justice and humility in the name of Christ. We exercise leadership as a Conference, using our collective voice and resources to further the work of justice. We invite and equip our members of all ages, stages, and settings to engage in acts of compassion and witness.

Goals:

1. Evaluate the resolution-driven process of prophetic witness, and discern a new approach to prioritizing issues or committing resources.
2. Evaluate the current practice of prophetic witness teams in the Conference, developing a different structure for greater collaboration and flexibility.
3. Engage Conference members in immersion experiences designed to educate, transform, and mobilize faithful action.

4. Identify likely partners within justice movements across the state working to enact change.

Communicating Our Story

The Minnesota Conference uses diverse communication tools to lift our distinctive voice. We share stories of our faith, service and extravagant welcome, celebrating the ministries of our local congregations and covenantal partners. We invite dialogue, and engagement in our shared ministry. Our communications connect us with one another, the United Church of Christ, and God's wider world.

Goals:

1. Develop a comprehensive communications plan.
2. Utilize stories of our wider UCC and Minnesota Conference members to inspire, connect, and inform.
3. Position staff to better attend to communications needs.

Stewarding Resources

As an inheritor of historic resources and a donor to the church that succeeds us, the Minnesota Conference is a responsible steward of God's gifts. We exercise prudent financial practices, develop new sources of revenue, and inspire current donors to greater generosity. We leverage our resources to accomplish our collective mission in the world. We seek sustainability of our vital ministries through wise investment and careful planning.

Goals:

1. Assess operating costs, including the current staffing model. Within three years, create a financially sustainable model that is aligned with our calling and priorities.
2. Evaluate our current fundraising infrastructure, addressing gaps in its effectiveness.
3. Develop a plan for how we will steward proceeds from the sale of Pilgrim Point Camp.
4. Identify ways our resources can contribute to healing, justice and reparations in our relationships with indigenous people, people of color, and with the earth.

Adopted by the Minnesota Conference Board of Directors on March 7, 2020.

