

Position Description

INTENTIONAL INTERIM CONFERENCE MINISTER Pacific NW Conference, UCC

Summary:

The Intentional Interim Conference Minister of the Pacific Northwest Conference oversees the operational and spiritual work of the Conference while also guiding the Conference through the important steps of interim work. The Intentional Interim Conference Minister works in collaboration with the Board of Directors to make strategic plans, identify priorities for the work of the Conference, and direct the work of the staff toward the goals that are identified. The Intentional Interim Conference Minister tends to the spiritual health of all clergy and local congregations, providing encouragement and support as the need arises.

Reports to:

The Board of Directors of the Pacific NW Conference

Job Status:

Full time, hybrid position (minimum half time in person presence) 30–36-month contract and not eligible for the settled Conference Minister with start date on or before November 1, 2023. Position. exempt from overtime.

Responsibilities:

- The Intentional Interim Conference Minister is an *ex officio* member (voice without vote) of the Board of Directors, Conference committees, task forces, work groups, and Conference authorized ministries. The Intentional Interim Conference Minister may designate other Conference staff to serve as a primary point of contact as needed.
- Guide the Board of Directors and the Conference through the steps (developmental tasks) of Intentional Interim ministry. Encourage and participate in Conference efforts to discern the way forward into an unknown future. Assist the Board of Directors in developing strategies that increase the health and ministry of the Board of Directors and the Pacific NW Conference.
- Meet regularly with the Conference Moderator providing and receiving guidance and support. Attend monthly Board meetings and other special meetings of the Board.

- Provide guidance regarding proposed actions of the Board for alignment with the mission, vision, priorities, and values of the Pacific NW Conference and the United Church of Christ.
- Attend to the just establishment and application of Conference policies and procedures that align with the Pacific NW Conference commitment to diversity, equity, and antiracism. In collaboration with the Board of Directors and the Ministry Resources Committee, seek to nominate Board and committee leadership that is reflective of the Conference's standards of inclusion and equity as expressed in the Conference bylaws. Engage with ministry partners locally and globally to establish, provide, and/or enhance educational opportunities and justice initiatives for our Conference, congregations, and clergy. Foster processes that are inclusive and lift voices that are historically not heard.
- In collaboration with the Moderator and the Board of Directors, establish trusting relationships with Conference stakeholders (staff, committee members, clergy, local churches, and ministry partners) seeking to provide support, resources, and encouragement. Assist with managing conflict and promote health in covenantal relationships.
- Oversee all operations of the Conference and its camps. Sign all legal documents and other documents that require the Conference Minister's signature.
- Oversee the Conference staff; recruit, onboard, and supervise the administrative Conference staff and the two Camp Managing Directors. Oversee or delegate oversight for contractual personnel as appropriate. Evaluate direct reports annually and ensure all Conference employees are reviewed annually by their supervisor. Engage in regular individual and all-staff meetings as necessary, providing ongoing support and counsel to staff as needed. Work in conjunction with the Personnel Committee for advice and support.
- Oversee the accounting and financial operations of the Conference working in conjunction with the Conference Accountant, the Treasurer, and the Stewardship Committee. Ensure the Board of Directors receives regular, timely, and accurate financial statements with periodic financial analysis of trends. Assist in developing strategies that will increase the financial health of the Conference and its camps.
- Meet regularly with the Committee on Ministry. Oversee the Search and Call process, providing support to churches seeking pastoral leadership. Direct the work of Conference staff who support the search process. Attend to matters of clergy fitness as

they arise. Provide guidance to Committee on Ministry for the Clergy Fitness Review process.

- In collaboration with the Moderator and the Board of Directors, serve in a visible and active role in meetings of the Conference and other formal and informal gatherings, providing information and support. Seek opportunities to meet with Conference leadership and local churches throughout the Conference both virtually and in person. Provide guidance, support and useful resources to leaders, congregations, and clergy.
- Represent the Conference in the wider UCC and local communities. Build relationships with ecumenical, interfaith, and other nonprofit groups as they align with Conference vision and mission. Serve as the primary public face of the Conference; respond as appropriate to media inquiries in consultation with the Conference Moderator.

Qualifications and Experience:

- Ordained minister with current standing in the United Church of Christ or with eligibility for receiving standing in the UCC.
- Completion of Interim Minister training or equivalent experience in the specific requirements of interim work. Demonstrated ability to successfully guide a Conference through the steps of interim ministry.
- Personal study and course work in diversity, equity, and inclusion. Appreciation for the importance of anti-racism efforts in the local church and at the Conference level. Involved in ongoing learning about anti-racism on both a personal and professional level.
- Strong familiarity with judicatory ministry in the United Church of Christ or other denomination with which the UCC has a formal relationship is very desirable.