

The Florida Conference seeks an ordained UCC minister for a full-time Associate Conference Minister (ACM) position to begin on or after January 1, 2024. The ACM will staff the Conference's Committee on Ministry (COM) and each of its three regional subcommittees. The ACM will also join the professional staff team caring for roughly 40 congregations and the active pastors across the Eastern region of the Conference. This ACM will have primary responsibility for processes related to fitness reviews, Situational Support Consultations, boundary training, and other COM needs. The Associate Conference Minister will report to the Conference Minister who reports to the Conference Board of Directors. The Florida Conference is an equal opportunity employer and welcomes everyone. Women, persons of color, LGBTQ+, and persons with disabilities are strongly encouraged to apply for this ministry position.

Key Accountabilities: Overall Job Responsibility

Committee on Ministry

- a. • Act as staff support to the Committee on Ministry (COM) of the Conference
- b. • 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
- c. • Ensure proper tracking and enforcement of authorized minister required trainings (e.g. Boundary training, Anti-racism training) informational reviews, periodic reviews

Care and nurture of Congregations & Pastors

- Share in attending clergy cluster gatherings
- Provide resourcing and consult to congregations, clergy, and/or Pastoral Relations 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

Support & care for specialized groups

- Share in providing regular support & presence to authorized ministers who are chaplains or who serve in other specialized settings

Fulfillment of organizational responsibilities

- Participate collegially in all-staff meetings, ministry team meetings, and meetings of the Conference Board of Directors
- 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.

(continued)

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;
- Will commit to function as a collegial staff team member;
- Culturally competent across theological, racial, and geographic diversities;
- Effective communicator; and
- Skilled in the work of organizations.

Skills/Abilities:

- Must be highly adaptable and able to exhibit flexibility in regards to responsibilities & work style
- Exhibits the courage to face challenge and change;
- Is approachable and accessible;
- Maintains appropriate personal and professional boundaries; and
- Technologically literate or willing/capable to learn.

Additional Requirements:

- Willingness and ability to do extensive travel within Florida. (Conference automobile is provided)
- Successfully pass a background check.

Accountability:

- The ACM will be selected by the Conference Minister and called by the Florida Conference Board of Directors and will be accountable to the Conference Minister in the day-to-day exercise of ministry.
- Position Location: The ACM will live in central-to-eastern Florida in order to facilitate faithful ministry presence to their region of care. Home office use is expected with shared space in the conference facility on an as-available basis.