

Position Title: Bridge Associate Conference Minister (Authorization, Accountability, & Discernment)

Overview: As the Bridge Associate Conference Minister, you play a vital role in supporting COCAM A and COCAM B, and leading vitality planning initiatives in the Southwest Conference. This position centers on providing guidance, event organization, coordinating Communities of Practice, handling administrative duties, supporting committees, and facilitating the ministerial integration and development of Members in Discernment (MIDs). The role may involve remote work, and you will utilize technology extensively, including tracking and transferring information to the Search and Call ACM.

Responsibilities:

1. Guidance and Support:

- Provide compassionate guidance and necessary resources for COCAM A and COCAM B in the ministerial authorization, accountability, and training processes.

2. Vitality Event Planning:

- Serve as a staff resource for the design, planning, and execution of Annual Meetings and Clergy Retreats.
- Plan and coordinate online workshops and in-person vitality events, collaborating with the Communications Relations Director for content creation and promotion.

3. Communities of Practice:

- Identify facilitators for Communities of Practice (CoP) groups.
- Manage participant recruitment, registration, group assignments, and facilitator payments.
- Utilize feedback for continuous improvement.

4. Administrative:

- Demonstrate proficiency in technology tools supporting the ACM portfolio, such as BaseCamp, Zoom, Google Docs, Google Drive, PowerPoint, Microsoft Office, Neon, DataHub, and event platforms (Whova, Cvent).
- Assist in the organization and maintenance of clergy and church files in the conference office.
- Ensure timely documentation and forwarding of funding requests to the Finance Office.

5. Committee Support:

- Attend Executive Board, COCAM A and B, clergy calls, and faith formation meetings as requested by the conference minister.

6. MID Support:

- Collaborate with COCAM A to develop and manage a standardized MID portfolio process.

- Foster a sense of community among MIDs, facilitating connections and guiding them through the process to authorized standing, and partner with the Search and Call ACM for them to receive assistance with the development of their ministerial profile.

7. Training Coordination:

- Provide support for Anti-Racism and Healthy Boundaries Trainings, recording and tracking clergy completion.

8. Authorization Status:

- Collaborate with the Search and Call ACM to provide current information based on COCAM A and B supported documentation of changes in clergy and/or congregation status.

9. Weekly Collaboration:

- Meet with the conference minister on a weekly basis to update on the status of authorization, accountability, training, and vitality planning projects.

Qualifications:

- Ordained Minister in good standing with the United Church of Christ (UCC) with 3 to 5 years local church or wider church experience.
- Understanding of UCC identity, structure, polity, and process.
- Knowledge of UCC Committees on Ministry (COCAM A and B) or a willingness to learn.
- Strong adaptability to change and responsiveness to the needs of COCAM A-B.
- Excellent communication skills, both verbal and written, with a pastoral approach.
- Willingness to collaborate and work in partnership with the Executive Board, conference minister, and staff.

Core Principles: This role is grounded in community building, connection, covenant, and collaboration with COCAM A and B, aimed at supporting congregations, ministers, and MIDs in the Southwest Conference.

Compensation:

Temporary, Part-time, Non-Exempt

Hours: 15-20 hours/week

Reports to: Conference Minister

Compensation: \$38/hour

Start Date: February 1, 2024

Employee Name:

Conference Minister Name:

Employee Signature:

Conference Minister Signature:

Date:

Date:

EEOC Policy:

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