

Bridge Associate Conference Minister for Search and Call and Congregational Transitions

Overview: As the Bridge Associate Conference Minister, you play a vital role in overseeing the search and call processes for congregations in the Southwest Conference. This position centers on building pastoral relationships during times of transition, maintaining regular communication with churches, assisting in church profile development, and meeting with relevant leadership, including search committees. The ACM embodies trust through deep care, compassion, and hopeful engagement with the future. Remote work may be involved, and the ACM is responsible for digitizing files related to clergy and congregations, necessitating proficiency in technology.

Responsibilities:

1. Guidance and Support:

- Provide compassionate guidance, support, and necessary resources to congregations navigating the search and call process.
- Meet with congregations according to their unique needs and specific points in their transitional processes.

2. Connection and Facilitation:

- Convene and attend monthly clergy calls, fostering connection among active, retired, and interim ministers. Attend Executive Board meetings as requested by the conference minister.
- Serve as a staff resource for the design, planning, and execution of Annual Meetings and Clergy Retreats.
- Act as a bridge, connecting congregations with the conference minister when necessary.

3. 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).
- Ensure timely documentation and forwarding of funding requests to the Finance Office.

4. Understanding and Learning:

- Embrace the distinctiveness of the Southwest Conference's search process.
- Show a willingness to learn about the culture of Southwest Conference congregations.
- Offer creative ideas for alternative ministry approaches, such as supply pastorship, interim roles, transitional positions, bridge ministries, designated roles, or collaborative pastoral arrangements.
- Suggest ideas for resource-sharing among churches, including mission endeavors, pastoral services, and building facilities.

- Share relevant past experiences working with congregations as needed.
5. **Weekly Collaboration:**
 - Meet with the conference minister on a weekly basis to discuss churches and ministers in transition.
 6. **Closure Support:**
 - Compassionately refer congregations that have decided to close to the conference minister.
 7. **Record Keeping:**
 - Maintain accurate and detailed records of files, procedures, and expenses related to search and call processes and congregational transitions.
 - Ensure the continuous and accurate tracking of clergy ministerial standing.
 - Regularly update changes of ministerial standing in the DataHub.
 8. **Digital Organization:**
 - Organize and maintain clergy and congregational files in a digital format, ensuring accessibility and efficiency.

Qualifications:

- Ordained Minister in good standing with the United Church of Christ with 3 to 5 years local church or wider church experience.
- An understanding of UCC identity, structure, polity, and process.
- Knowledge of UCC search and call process, and a willingness to learn the unique skills required for search and call in the Southwest Conference.
- Strong ability to adapt to the changing landscape of search and call, especially vis a vis the needs of smaller or virtual congregations, and the increasing need for lay and licensed ministers.
- Strong communication skills, both verbal and written, including the ability to interact pastorally with clergy and laity to build positive relationships.
- Willingness to work in collaboration and partnership with the Executive Board, conference minister, and staff.

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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