

## **United Church of Christ**

### **Florida Conference**

#### **Position Description, Transitional Conference Minister**

The Transitional Conference Minister of the Florida Conference of the United Church of Christ shall be an authorized minister in the United Church of Christ and have a deep and vital Christian faith. The Transitional Conference Minister (TCM) serves as chief executive, administrative officer, and spiritual leader of the Conference, according to Conference policies and bylaws. On all matters, the TCM will be accountable to the Board of Directors (BOD). The TCM is expected to be in that role for approximately 18 months with the option to extend by mutual agreement between TCM and the BOD. The TCM is not eligible for the settled Conference Minister role.

**As Chief Executive of the Conference** the TCM shall, in conjunction with the BOD, exercise supervision over the business of the Conference.

1. The TCM shall have authority to sign all certificates and deeds, mortgages, bonds, agreements, notes, and other instruments requiring signature and shall have all powers and duties that the BOD may assign.
2. The TCM shall actively support the efforts of the Search Committee assigned to identify and call the settled Conference Minister.
3. The TCM shall prepare an annual report (verbal and written) on the work and needs of the Conference and present it at the annual meeting of the Conference. The TCM shall make other reports to the BOD as deemed necessary.
4. Keep staff and other leaders focused on the Conference mission, strategic plan, and the critical issues and challenges being faced.
5. Serve as a progressive voice in the state of Florida, representing the United Church of Christ as called upon to do so.

**As Chief Administrative Officer of the Conference** the TCM shall provide management, leadership, and organization to the Conference Staff to include:

1. Supervise the overall operations of the Conference including establishing the annual operating goals, objectives for each area of work, periodic evaluation of outcomes/impacts, and revision based on evaluation.

2. Lead the work of the staff to ensure proper coordination of activities, effective decision-making and systems of accountability. Provide written annual reviews to include goals with measurable criteria. Conduct annual personnel performance appraisals and report their completion to the Personnel Committee.
3. Nurture a collaborative spirit and care with Associate Conference Ministers, Minister of Congregational Care, and others on staff through teamwork, ensuring opportunities for self-care, and providing attention and recognition.
4. Structure work responsibilities, establish processes, and implement routines that establish stability and foster understanding with work priorities.
5. As required, work with the BOD on reviewing, updating, and finalizing viable staffing structures and position descriptions given fiscal realities. In conjunction with the BOD, hire, supervise and make personnel employment decisions.
6. Develop and maintain an understanding of the financial needs of the Conference and, in collaboration with the BOD Finance Committee, assist in developing strategies to stabilize funding by enhancing cash flow, exploring additional sources of revenue, and inspiring generosity.
7. Along with the Treasurer, ensure all financial transactions of the Conference undergo an annual financial review or audit, at the BOD's discretion, by an impartial third party with proper financial and regulatory credentials.
8. Assure compliance of the Conference with all bylaws, legal, and regulatory requirements.

**As Spiritual Leader of the Conference** the TCM shall provide Pastoral Leadership to Conference constituents including Conference staff, BOD, pastors, authorized ministers, chaplains, educators, laity and local churches. Furthermore, the TCM shall represent the Conference to the wider church and community. Priorities include:

1. In accordance with the United Church of Christ's Ministerial Code, set the example by living a Spirit-led lifestyle and practicing pastoral self-care with regular, spiritually renewing activities, practicing spiritual disciplines, and seeking opportunities for continued spiritual growth.

2. Demonstrate a commitment to theological and continuing education through which ministers and lay leaders develop to effectively serve in rapidly changing contexts of the church and society.
3. In collaboration with the BOD and other Conference staff, serve in a visible and active role in meetings and other formal and informal gatherings. Seek opportunities to meet with Conference leadership and local churches.
4. In collaboration with the BOD, establish trusted relationships with Conference constituents seeking to manage conflict and promote healing in covenantal relationships.
5. Listen to and build collaborative relationships with and among constituencies, staff, and committees.
6. Provide leadership for Conference staff through mentoring, guidance and support.
7. Assist supporting staff with congregations' Search and Call processes and oversight of the Committee on Ministry's actions.
  8. In coordination with the Conference BOD, conduct periodic reviews and updates to any Strategic Plan to realign goals and objectives with the changing needs of the Conference.
  9. Represent the Conference and build relationships within the greater United Church of Christ, the Council of Churches, and other state and national institutions and settings, sacred and secular.
10. Communicate to the general public and constituents the Conference's position regarding being an *Open and Affirming Conference*, a *Just Peace Church*, and any other designations that may apply.

### **Required Qualifications**

- Must be an Ordained and Authorized Minister of the United Church of Christ
- Must have a minimum of a Master of Divinity degree from an accredited university
- Experience with and understanding of the wider church through work at the Association, Conference and/or National level of the United Church of Christ

- Experience with overseeing nonprofit business and financial operations
- Demonstrated ability to effectively lead and motivate Conference staff and volunteers
- Experience in formal conflict management and transformational change management
- Commitment to Racial Equity, Diversity and Inclusion values and the Open and Affirming stance of the Florida Conference
- Excellent communicator
- Proven skills in pastoral care
- Strategic thinker
- Willingness and ability to travel extensively
- Connector of people and seeker of common ground
- Well versed in UCC history / polity / governance
- Must reside in the Orlando, Florida area

### **Salary & Benefits**

\$115,000 - \$125,000 annually plus benefits (health, disability, life, vision and dental), car, paid vacation and sick days, and expense package