

## **JOB DESCRIPTION**

### For Interim Conference Minister of the South Central Conference UCC

Summary: The South Central Conference (SCC) of the United Church of Christ (UCC) is seeking an Interim Conference Minister to serve for 24-30 months, with the possibility of an extension. The SCC is comprised of about 52 local churches and 187 authorized ministers located throughout Texas, Louisiana, and part of Mississippi, offering a variety of theological beliefs and faith expressions. The Conference is divided geographically into four associations, two of which have quarter-time Association Ministers. SCC currently employs a full-time Administrative Assistant and a quarter-time Youth Program Leader. There is no requirement to relocate, however, we will require flexibility to spend adequate time in person with members of the Conference to meet the job requirements effectively.

#### A. Qualifications

- 1) The Conference Minister shall be an Authorized Minister with standing in the United Church of Christ.
- 2) Administrative and executive leadership skills in a conference setting (preferred), non-profit, or local church setting.
- 3) Effective and open two-way communicator.
- 4) Experience with formal conflict resolution, trust/relationship building, and transformational change management. Certification preferred.
- 5) Willingness to work with, and to delight in, our diverse congregations and ministry settings.

#### B. General Responsibilities (from SCC Bylaws, Article III) – The Conference Minister shall:

- 1) Serve as the spiritual leader of the Conference, providing compassionate pastoral care to authorized ministers and local churches.
- 2) Serve as placement officer of the Conference.
- 3) Be the executive representative of the Conference and its Board of Directors to all churches, national boards and agencies, and those ecumenical and interfaith bodies with which the Conference is affiliated.
- 4) Assist in implementing the mission of the Conference.
- 5) Give general oversight and direction to the work of the Conference, with guidance from the Board of Directors.
- 6) Attend all meetings of the Conference, unless the Board of Directors provides otherwise, and serve ex-officio with voice but no vote on all Conference boards and committees.
- 7) Make an annual report to the Conference and such other reports as the Board of Directors may require including reviews of the Conference, Specialized Ministries, and Conference staff.
- 8) Additionally, follow the United Church of Christ's Ministerial Code

- C. Specific Interim Tasks, in close collaboration with the Board of Directors and its committees:
- 1) Execute the five tasks of interim ministry, roughly described as:
    - a. Coming to terms with history
    - b. Discovering a new identity
    - c. Managing leadership transitions
    - d. Strengthening connection with the wider church
    - e. Preparing for a new chapter in ministry
  - 2) Facilitate healing and the development of trust between and among the conference and conference members.
  - 3) Develop an aligned and shared vision of the conference and conference members to serve as a foundation for our future together.
  - 4) Improve our capabilities for managing and administering our financial assets, and for engaging in consistent and effective fundraising or other income generating efforts.
  - 5) Engage in regular and open communication with conference members, identifying opportunities to improve the breadth and effectiveness of that communication
- D. Salary and Benefits: \$75,000 to \$86,000 annually, plus benefits (health, disability, life vision and dental, pension, paid vacation and sick days, and expense allotment)