

NORTHWEST OHIO ASSOCIATION
United Church of Christ
Part Time Interim Association Minister
Job Description
September, 2025

POSITION TITLE: Interim Association Minister

HOURS: Part time, exempt (Status to be reevaluated as needed)

SALARY: \$30,000 (Salary to be reevaluated as needed)

PTO/VACATION: To be negotiated

REPORTS TO: Association Cabinet

POSITION DESCRIPTION:

The Interim Association Minister will provide executive and visionary leadership for the Northwest Ohio Association beginning in October, 2025 for a period of time to be determined. This work can take place in a hybrid setting of onsite and remote participation. The basic expectations of the Interim Minister will be to oversee the ministries of the Association, collaborate with, and represent the Association to, local churches within the Association's geographic boundaries, lead the Association staff, participate in Conference and National activities as needed or directed, and represent the Association in ongoing conversations to reimagine our ministry at all levels.

ROLES AND RESPONSIBILITIES:

Administration

- Maintain administrative responsibility for the operations and ministries of the NWOA, as defined its constitution and by-laws.
- Provide financial oversight
- Foster communication among, and represent the Association to, local congregations
- Act as head of staff
- Lead the work of planning and preparation for the NWOA Annual Meeting
- Provide support as needed to any efforts to evaluate the future of NWOA and the Heartland Conference

Congregational Health, Vitality and Development

- Provide pastoral care to local congregations and local pastors
- Provide for emerging needs of local congregations in terms of leadership development, conflict resolution, and administrative guidance
- Work with the Church and Ministry Team on matters of members in discernment, licensing, ordinations, pastoral conflicts and discipline, and the search/call process

Wider Church

- Honor and promote the commitment of the UCC to justice, peace, diversity, and extravagant welcome
- Participate in Heartland Conference activities as the NWOA Minister

REQUIRED SKILLS AND ATTRIBUTES:

- At least five years of authorized ministerial standing in the United Church of Christ
- Thorough understanding of the United Church of Christ, its history and polity, and its values
- Ability to communicate clearly both verbally and in written form
- Embody a reconciling and healing presence in all settings
- Demonstrated ability and experience in creative leadership
- Interim Ministry training preferred