

**Missouri Mid-South Conference
Conference Minister Job Description
August 12, 2024**

The primary responsibilities of the Conference Minister of the Missouri Mid-South Conference of the United Church of Christ will be to oversee the spiritual, administrative and operational work of the Conference. The Conference Minister (CM) is responsible for hiring and supervising all staff. We, the Membership of the Missouri Mid-South Conference (MMSC), understand this work to be rooted in and guided by the MMSC's Unifying Call to Core Ministries:

“We are the United Church of Christ in Arkansas, Memphis, and Missouri. United in Christ and led by the Holy Spirit, we support and empower one another in our Unifying Call to embody God’s love and mercy for all.”

The Missouri Mid-South Conference centers itself around covenant. We recognize the Conference is not defined or identified by its staff, but by the local churches and congregants who make up the Membership of the Missouri Mid-South Conference. We further understand that the accountabilities and tasks of the CM serving the MMSC are broad and deep. As such, we covenant with the CM in a spirit of trust to prioritize the needs of the Conference, develop meaningful working and serving relationships with the Membership, and encourage the involvement of the wide and deep Membership to help meet the varied needs of the Conference. While the CM is accountable for the overall administration and operation of the Conference, this will sometimes be accomplished via oversight of, and delegation to, others. The CM will report directly to the Missouri Mid-South Conference Board of Directors (BOD) for supervision and evaluation.

In a spirit of mutual covenant, the Membership of the Missouri Mid-South Conference likewise accepts responsibility for engaging with integrity in ministries that will fulfill and sustain Our Unifying Call to “support and empower one another...to embody God’s love and mercy for all.”

In accordance with the Unifying Call, and the bylaws and policies of the MMSC, we recognize the Conference Minister’s duties and responsibilities to include the following:

Creating Community: the ministries we create to engage with one another and the wider church. As Chief Community Officer, the CM will:

- Provide pastoral leadership to the members of the Missouri Mid-South Conference (MMSC) and represent the Conference in the wider church and community.
- Encourage the building of relationships and collaboration among Association leaders and local churches.

- Establish trusting relationships with Conference stakeholders (Conference staff, Board of Directors (BOD), Association leaders, pastors and local churches), seeking to manage conflict and promote healing in covenantal relationships.
- Serve as the primary public face of the Conference, responding as appropriate to media inquiries and determining strategy for all public relations matters in conversation with the president of the BOD.

Visioning the Future: the ministries we do to provide governance oversight and make our world look as God created. As Chief Visioning Officer, the CM will:

- Exercise supervision over the daily operation of Conference business in conjunction with the BOD, as expressed in the Conference bylaws.
- Accept authority to sign all legal documents and other documents that require the administrator's signature.
- Confer with the Conference attorney as necessary.
- Oversee the Conference staff, which includes recruiting, hiring, supervising, and termination of all Conference staff and contractual personnel.
- Engage in regular individual and all-staff meetings and provide on-going support and counsel to staff when necessary.
- Implement governance transition as the MMSC moves into new organizational and ministerial models that meet the vision and practical needs of the region. Per MMSC bylaws, the CM is an *ex officio* member (voice without vote) of the BOD, each Conference standing committee, each Conference authorized ministry and all other duly appointed committees. The CM may designate other Conference staff to serve as a primary point of contact as needed.
- Develop an understanding of the financial needs of the Conference and, in collaboration with the Finance Committee of the BOD, assist in developing strategies to stabilize funding by enhancing cash flow, exploring additional sources of revenue and inspiring generosity.
- Engage local churches in conversation, discernment and dreaming about the future of The Church.
- Engage in the ongoing work of strategic planning and visioning for the Conference, in conversation with the president of the BOD. Assess and evaluate current and proposed ministry initiatives of the Conference for alignment with the MMSC's Unifying Call and the mission, vision, and values of the United Church of Christ.

Empowering Congregations: the ministries we do to help congregations thrive. As Chief Empowerment Officer, the CM will:

- Serve, in collaboration with the President of the BOD, in a visible and active role in MMSC with the Associations and local churches.
- Oversee the process of providing for clergy pastoral care and well-being.
- Oversee the timely communication of matters of the Conference and wider church as appropriate.

- Provide resources and support for clergy and congregations in need of encouragement, advice, direction conflict resolution, in collaboration with other Conference staff, and share in moments of joy, celebration and recognition.
- Attend to matters of clergy and church fitness as they arise, including coordinating Clergy Fitness Reviews, attending to processes of congregational separation from the Conference, and other issues that address congregational health, safety and thriving.

Pursuing Justice and Equity: the ministries we faithfully do to impact change in the world around us. As Chief Justice Officer, the CM will:

- Attend, in consultation with the appropriate teams, to the just establishment and application of Conference policies and procedures, with a vision toward encouraging outcomes that align with MMSC's commitment to diversity, justice, racial equity, and inclusion.
- Seek, in collaboration with the BOD, to nominate Board and committee leadership that is reflective of the Conference's standards of inclusion and equity as expressed in the Conference bylaws.
- Engage with ministry partners locally and globally to establish, provide, and/or enhance educational opportunities and justice initiatives for our Conference, congregations, and clergy, including but not limited to engaging financial support for these ministries.

Required Experience and Qualifications:

The Conference Minister will have full, active standing as an ordained clergyperson in the United Church of Christ.

The Conference Minister will have extensive experience as a Conference staff person in a United Church of Christ.

The Conference Minister will have full standing in the Missouri Mid-South Conference of the United Church of Christ.

The Conference minister will have membership in a church within the Missouri Mid-South Conference.

The Conference Minister will possess a broad and thorough understanding of the history and polity United Church of Christ.

The Conference Minister will have the ability and willingness to travel within the Conference and wider church events.

The Conference Minister will complete Boundary Awareness Training and Racial Justice & Equity training as required.

The Conference Minister will have completed the following educational requirements: Bachelor's Degree, Master of Divinity.

Preferred Experience and Qualifications

The Conference Minister will reside within the Missouri Mid-South Conference.

The Conference Minister will exhibit the following skills: multi-tasking, delegating, active listening, initiating contact with others, collaborating effectively on teams, engaging with others through communication technology, practicing and encouraging effective self-care.

The Conference Minister will have a working knowledge of each of the following: family systems theory, business acumen and basic financial management, nuances surrounding urban, suburban and rural church life.