



POSITION DESCRIPTION FOR CONFERENCE MINISTER

The Conference Minister is responsible to the Southern California Nevada Conference as outlined in the by-laws, and reports to the Board of Directors and Conference Annual Meeting.

The Conference Minister shall be responsible for the overall operation and spiritual well-being of the Conference. Further, the Conference Minister shall provide oversight and implementation of Conference goals, strategies and policies.

What follows is not a complete listing of all responsibilities and duties; this is a general outline to guide the Conference Minister and Board of Directors. Additional expectations may be communicated through the term of a call.

I. PASTORAL AND PROPHETIC: To envision and strengthen the prophetic vision and voice of the Church; to provide nurture, support and guidance for clergy and congregations; to promote covenantal relationships among congregations, authorized ministers, Associations, the Conference and the wider United Church of Christ

1. Serve as primary initial contact as the Conference representative for pastoral search committees and manage placement concerns within the Conference.
2. Provide consultation training, and support to Associations and Church & Ministry Committees.
3. Counsel, support, advocate, mentor and serve as a resource to clergy and those in formation. This will include clergy retreats, forums, affinity groups, boundary awareness, and educational events.
4. Participate in sacred and celebratory events for clergy and congregations (such as: installations, ordinations retirement events, legacy services, etc.)
5. Preach and teach to inspire, guide & direct the vision of the Conference and churches.
6. Empower members of the Conference to discern and claim, as their own, God's vision for their lives, ministries, churches and the wider Conference.
7. Advocate and witness on behalf of issues of justice and peace, helping to create a culture of racial justice, equity, and inclusion throughout the Conference; model and promote commitments to racial justice, inclusion of LGBTQ siblings, and full accessibility for all.

II. CONGREGATIONAL: To provide support, training & guidance to churches & laity

1. Provide consultative assistance and training to churches in all aspects of church planning and management, such as: strategic planning, property management, capital campaigns, stewardship and planned giving, evangelism, personnel matters and conflict management.
2. Inform, update and resource churches and laity in the work of the wider church (denominational & ecumenical). This may include social justice and legislative concerns, mission interpretation, regional and national events, etc.
3. Support and extend outreach to underrepresented churches and populations throughout Southern California and Southern Nevada.

III. ADMINISTRATIVE: To provide management direction and fiscal responsibility to the Conference.

1. Serve as head of staff, fostering a collaborative working relationship with Conference administrative and professional staff with timely, relevant communication, support, feedback and collaboration.
2. Support and supervise staff, oversee personnel duties and nurture staff growth and development to maintain effective administrative and personnel functions.
3. Manage and coordinate fiscal operations, budgeting, property, records, and legal matters, in consultation with boards, committees and others designated by Conference by-laws and Board directives.
4. Provide staff support to Board of Directors and Conference Officers.

IV. PROGRAMMATIC: To provide innovative and inspirational leadership and guidance for the future empowerment and direction of the Conference.

1. Provide staffing to the Board of Directors, Executive Committee and all standing committees and ad-hoc task forces of the Conference.
2. Oversee and give direction for the planning of Annual Meetings.
3. Provide support to Association Executive Committees.
4. Provide support and oversight for the Conference Ethics Team as they assume responsibility for fitness review referrals from Association Committees on Ministry.

V. DENOMINATIONAL, ECUMENICAL and COMMUNITY ACTIVITIES: To provide leadership to the ongoing work of the denomination; as well as to continue dialogue and leadership with our ecumenical partners to reflect our history and heritage of ecumenicity. To provide leadership to community groups that share the vision of social justice.

1. Represent the Conference in other settings of the United Church of Christ, ecumenical and interfaith communities, and the wider context of the community
2. Advocate and interpret the work of the local church, clergy, and laity to the wider church, and for the wider church to the local church, clergy, and laity
3. Participate in denominational and ecumenical organizations as an ambassador of the Conference
4. Serve as the information officer and mission ambassador to the media and in the public arena

Revised January 7, 2023