

Mountain Sky Conference of The United Methodist Church

Living in God's grace and abundance as we lead a re-energized peaceful and compassionate movement to claim the life-changing love of Jesus Christ for ALL people.

Job Description

Job Title: Superintendent of Leadership Development/Director of Connectional Ministries
Reports to: Presiding Bishop
Department: Leadership Development
Classification: Full-time, Exempt
Date: March 2019

Summary/Objective

This position serves as a primary staff and resource person for the Mountain Sky Conference Leadership Development area, cultivating new leadership at all levels of the conference; and as the Director of Connectional Ministries, overseeing the operation and accomplishment of the mission and ministry of the conference and linking the Conference with the General Church. The Superintendent oversees the work of the Leadership Development staff team, focusing on ministries that lift up young leaders, lay leaders, and clergy, with responsibilities for program planning and implementation, monitoring inclusiveness, and resource creation.

Essential Duties/Responsibilities

1. Serve as the Superintendent of Leadership Development:
 - a. Serve as the primary staff to the Leadership Development program area.
 - b. Set vision, develop and carry out plans for Conference ministries and resources to develop people for leadership in the church and world, with a focus on Equipping Excellence, Guiding Discernment, and Nurturing Call.
 - c. Coordinate training for Circuit Elders and Congregational Resource Ministers
 - d. Staff person for Board of Laity, Board of Ordained Ministry
 - e. Convene and facilitate Leadership Development Committee
 - f. Assist in visioning and ministry development for Young People's Ministry (Youth, Young Adults, Campus Ministry).
 - g. Convene and facilitate Leadership Development Staff Team meetings
2. Lead a missional/pastor leader team.
3. Director of Connectional Ministries of record.
 - a. Relate to the General Church of the UMC and boards and agencies as the Director of Connectional Ministries:
 - i. National Association of Directors of Connectional Ministries
 - ii. Member of the Western Jurisdiction Leadership Team
 - iii. Member of the Western Jurisdiction Mission Cabinet
4. Help with the Executive Leadership Team (Appointive Cabinet, designated staff and conference lay leader).
5. Participate in the Mountain Sky Roundtable and designated Conference boards and agencies:
 - a. Serve as a member without vote on Conference Council on Finance and Administration.
 - b. Member of the Conference Personnel Committee
 - c. Primary staff for the Conference Rules Committee.

- d. Staff person to the Conference Committee on Nominations.
- e. Staff person to annual conference session Program and Arrangements committee.

Additional Duties/Responsibilities

1. Assist Bishop as directed.
2. Serve as the spokesperson for the conference when needed.

Supervisory Duties

1. Manager of Young People's Ministry and Camping & Retreats
2. Young People's Ministry Coordinator (part-time, regional)
3. Administrative Assistant

Reporting Relationships

1. The Executive Leadership Team and the Cabinet
2. Mountain Sky Conference Roundtable
3. Conference Personnel Committee (review of job description and performance of responsibilities in consultation with the bishop)

Job Qualifications

1. Knowledge, Skills, and Abilities:
 - a. Recognized Christian character, leadership ability, personal competence, and commitment to the Church's ministry.
 - b. Good communication skills (written, oral, and presentation), plus knowledge of communication processes, tools and technology.
 - c. Professionalism in diverse forms of service.
 - d. Demonstrated emotional maturity and stability.
 - e. A continuing program of enrichment including participation in personal renewal, educational opportunities, and development of spiritual life.
 - f. Demonstrated competency in team building, networking with conference leaders and congregations, collaborating in maintaining records, motivating, and inspiring, problem solving skills.
 - g. Understanding of United Methodist structures, systems, and theology.
 - h. Proficiency with Microsoft Office software, email, internet, and related technologies.
2. Education or Formal Training:
 - a. Bachelor's degree plus graduate work or seminary degree.
3. Experience:
 - a. Minimum of ten years of related experience, including supervising staff and working with volunteer leaders.

Employment Period

1. Reviewed each year and appointed at the discretion of the Bishop.
2. If a lay person, reviewed by the Bishop and Cabinet, with input from the Board of Stewards.

Working Environment

General business and office environment. Some travel both within and beyond the Conference boundaries (up to 25%).

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. While performing the duties of this job, the employee is regularly required to talk or hear.
2. This is largely a sedentary role; however, some filing is required; it would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary.
3. The employee frequently is required to use hands to finger, handle or feel; and reach with hands and arms. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.
4. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Approvals

Supervisor _____

Employee _____

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