

POSITION DESCRIPTION (2008, rev April 2010a)
Director of Connectional Ministries

Annual Conference Connectional Ministries

¶608, 2008 United Methodist Book of Discipline

Each Annual Conference is responsible to focus and guide the mission and ministry of The United Methodist Church within the boundaries by:

- 1) Envisioning the ministries necessary to live out the mission of the church in and through the Annual Conference;
- 2) Creating and nurturing relationships and connections among the local, district, annual conference, and general church ministries;
- 3) Providing encouragement, coordination, and support for the ministries of nurture, outreach, and witness in districts and congregations for the transformation of the world;
- 4) Ensuring the alignment of the total resources of the annual conference to its mission;
- 5) Developing and strengthening ethnic ministries , including ethnic local churches and concerns;
- 6) Providing for advocacy and monitoring functions to ensure that the church is consistent with its stated values.

It is recommended that each annual conference have a director of connectional ministries or designated person to focus and guide the mission and ministry of the United Methodist Church within the annual conference

The Director of Connectional Ministries

¶608.b, 2004 United Methodist Book of Discipline

The director shall serve as an officer of the annual conference and shall sit with the cabinet when the cabinet considers matters relating to coordination, implementation, or administration of the conference program, and other matters as the cabinet and director may determine.

Disciplinary Responsibilities

¶608.c, 2004 United Methodist Book of Discipline

In partnership with the bishop and cabinet and the elected leadership of the conference, the director of connectional ministries shall have the following primary responsibilities:

- 1) To serve as steward of the vision of the annual conference, including the development, clarification, interpretation, and embodiment of the vision;
- 2) To serve as leader of the continuous process of transformation and renewal necessary for the annual conference to be faithful to our Christian identity in a changing world;
- 3) To ensure alignment of the total resources of the conference to its vision;
- 4) To ensure the connections among the local, district, annual conference, and general church ministries for the purpose of networking, resourcing, and communicating their shared ministry.

Annual Conference Responsibilities

1. Sit as a member of the Cabinet and represent matters relating to coordination, implementation, or administration of the conference program, and other matters as the cabinet and director may determine.
2. Provide input and advice, as requested, in appointment matters.
3. Sit as a member of the Bishop's Executive Team (Conference Treasurer, Implementation Manager, Assistant to the Bishop, and Director of Connectional Ministries) to provide connection and communication between all areas of Annual Conference life and work.
4. Collaborate with the Conference Treasurer and the Conference Chancellor in carrying out the following matters:
 - a. Financial and legal matters related to the successful implementation of the Annual Conference program.
 - b. Marketing and communication of Mission Share, grants, endowments, and other conference-related funding matters.
 - c. Programs related to local church stewardship, financial planning, and general assistance.
5. Coordinate and resource the program life of the Annual Conference with special emphasis on the mission, vision, and core values of the Annual Conference.
6. Serve as the staff liaison for the Annual Conference Connectional Network and work closely with the elected leadership of the Connectional Network in the fulfillment of the Annual Conference's life and program.
7. Facilitate communication among the Annual Conference program agencies, the districts and the local churches with special emphasis on the coordination of a unified approach for programs and events that reflect the mission, vision and core value of the Annual Conference.
8. Serve, in cooperation with the bishop and the district superintendents, as a staff consultant for the local churches and districts in order to facilitate and carry out the mission of the church to make disciples of Jesus Christ for the transformation of the world. This would include such things as teaching, preaching, workshop leadership, conflict resolution, mediation, support and encouragement.
9. Seek out opportunities for Continuing Education that would enhance the ministry of the Annual Conference and assist in the fulfillment of the mission of the Church and the vision of the Annual Conference.
10. Collaborate with the Bishop, Conference Treasurer, and others as needed in the design and implementation of Annual Conference projects (ie. DVDs, special emphasis marketing, etc.).
11. Work in cooperation with the *VIM/ZIM and the* Disaster Response Coordinator and Team to provide staff assistance and oversight of disaster related initiatives and responses.

12. Working in consultation with the Resident Bishop, the Assistant to the Bishop and the communications department of the Conference Center, the DCM would maintain receive training in and provide coordination of crisis communications within the Annual Conference and among the media in our region.
13. Serve as the staff liaison for the Annual Conference Nominations Team. This responsibility will include assisting in the identification of volunteer leaders and providing training for each board, agency, and committee members to enable them to fulfill their responsibilities.ⁱ
14. Serve as the staff liaison for the Annual Conference Personnel Team and facilitate the team in the development of adequate position descriptions and in the development of hiring practices that reflect gender and ethnic sensitivity.
15. Supervise and oversee the activities of the following Conference Staff positions:
 - a. Camping
 - b. Communications
 - c. Strategic Plan Implementation Director
 - d. Training & Resource Coordinator & Staff
 - e. Media Resource Coordinator
 - f. Volunteer-in-Mission
 - g. Youth Ministryⁱⁱ
16. In consultation with the Personnel Committee, provide for the hiring and oversight of support staff positions related to the positions stated above.
17. Work in cooperation with the Conference Treasurer in the following matters related to human resourcing of the Annual Conference Center:
 - a. Staff orientation
 - b. Policy Handbook & revision
 - c. Staff holidays
 - d. Compensation
 - e. Conference Center calendar
18. Work in consultation with the Connectional Network, the program agencies, and the Conference Treasurer to develop a schedule and process for presentation of a coordinated program budget to the Supportive Ministries Team.
19. Give input as an ex-officio member of the Supportive Ministries Team on matters of budget, interpretation, and communication of the Annual Conference Budget and fiscal policies.
20. Serve, with the Conference Treasurer, on the Conference Corporations Team to provide coordination and input in matters related to senior care facilities.
21. Maintain an active awareness of the demographic developments in the geographical area of the Annual Conference and the Jurisdiction.

22. Interpret and communicate the linkage between, among and within the local church, districts, Annual Conference, Jurisdiction, and General Church program agencies.
23. Represent the Annual Conference in the Jurisdictional and General Directors of Connectional Ministry gatherings and other program related efforts.
24. Maintain a strong sensitivity to matters of gender and racial balance in all areas of hiring, volunteerism, and programming.

Accountability

- Ordained clergy are directly accountable to the Resident Bishop in consultation with the Personnel Committee and the Connectional Network.
- All other persons are directly accountable to the Personnel Committee and the Connectional Network in consultation with the Resident Bishop.
- The Personnel Committee shall be responsible for regularly scheduled meetings with the Director of Connectional Ministries for support and oversight. The Committee shall also annually review expectations for the position and conduct an annual evaluation of the director's ministry.

ⁱ The primary responsibility for this area would shift to the Training and Resource Person. The "DCM" would provide oversight and counsel as needed.

ⁱⁱ The Treasurer/Financial Wing would have responsibility for the receptionist, mailroom, computer programmer, facilities manager and custodian. Committee responsibilities transferred to the Treasurer/Financial Wing would also include the Board of Trustees. Specific responsibilities transferred would include such things as property acquisitions, endowment oversight, loans & grants, and cell phone contracts.

Specific Program areas and initiatives that have historically related to this job description include:

- Healthy Church Workshops
- Confirmation Tours
- Annual Conference reporting & design
- District Help Shops
- Media buys & Igniting Ministry coordination (ie. local church grants, training events, etc.).

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- Santa spectacular
 - Probationer's England program
 - Interpretation of United Methodist polity, policy & theology.