

**ASSISTANT CONNECTIONAL MINISTRIES OFFICER OF
THE CONNECTIONAL TABLE
THE UNITED METHODIST CHURCH
CHICAGO, IL**

Based in the Connectional Table offices in Chicago, IL, USA, the Assistant Connectional Ministries Officer (ACMO) will report to the Chief Connectional Ministries Officer.

ABOUT US

The Connectional Table discerns and articulates the vision for the worldwide United Methodist Church and stewards the mission, ministries, and resources of the denomination as determined by the General Conference and in consultation with the United Methodist Council of Bishops. The Connectional Table seeks to help the UMC live out its vision as a worldwide church and realize its mission of making disciples of Jesus Christ for the transformation of the world. The Connectional Table does this by focusing on the worldwide nature of the church and on vital congregations through the Four Areas of Focus (i.e. leadership development, ministry with the poor, creating new places for new people and global health). To find out more about the Connectional Table go to our website at www.umc.org/connectionaltable.

The Assistant Connectional Ministries Officer (ACMO) will assist the Chief Connectional Ministries Officer (CCMO) in carrying out the work of the Connectional Table by:

- Working within the four-person staff to build a collegial and effective work environment;
- Helping manage a board of 61 members, supporting the working groups and committees of the Connectional Table that deal with human resources, finance, the worldwide nature of the church, and vital congregations through the Four Areas of Focus;
- Helping plan and execute meetings and prepare for the Connectional Table's role in the General Conference and in other denominational convenings as necessary.
- Helping manage short-term projects related to missional strategy for the denomination, ensuring that projects are delivered on time, on budget and in ways that are responsive to the CCMO and other stakeholders;
- Providing staff support and guidance in relationships with the General Council on Finance and Administration (GCFA) and agency treasurers in the process of devising the Connectional Table budget, preparing for annual spending plan reviews and conducting work related to the preparation of the quadrennial budget;
- Managing the Human Resources work of the Connectional Table and serving as its Equal Opportunity Officer, ensuring consistency and accuracy in hiring and personnel policies.

EDUCATIONAL BACKGROUND/JOB REQUIREMENTS

Master's degree required. Minimum of 6-7 years of administrative experience or related experience and 3-4 years of experience working within The United Methodist Church. *Candidates who have had some experience with the Connectional Table or with the general church are especially encouraged to apply.*

REQUIRED SKILLS/EXPERIENCE

- Strong organizational and project management skills.
- Detail oriented, efficient and able to handle multiple priorities at once.
- Understanding of financial systems and ability to understand complex data.
- Willingness and ability to work in a team environment with flexibility and enthusiasm. Willingness to sometimes work across job titles.
- High emotional intelligence and good relational skills. Ability to self-manage and practice diplomacy in charged environments.
- A deep commitment to The United Methodist Church and to the mission of the Connectional Table. Familiarity with the issues facing the UMC.
- Experience with the worldwide nature of The United Methodist Church and familiarity with United Methodist polity.
- Understanding of organizational behavior. Experience with congregational systems or in working with boards is helpful.
- Ability to approach complexity and ambiguity with open mindedness and personal resilience. Adaptable. Curious.
- Excellent verbal and written communications skills.
- An ability to keep confidences and handle sensitive situations and information.
- Ability to travel up to 20% domestically and 5% internationally.

IDEAL BEHAVIORS/ATTRIBUTES

- Building relationships
- Communication
- Detail orientation
- Emotional intelligence
- Openness to change
- Organizing
- Planning
- Resilience
- Teamwork

TO APPLY

Please send a cover letter and resume to Connectionaltable@umc.org by **October 26**.