

JOB DESCRIPTION

JOB TITLE:	Administrator of Ministerial Services
DEPARTMENT:	Ministerial Excellence Team
STATUS:	Full-time exempt
REPORTING:	Director of Ministerial Excellence

GOAL: The missional goal of this position is to assist the Ministerial Excellence Team in the successful creation and ongoing development of a conference process of ministerial excellence which fosters the identification of those who are called to vocational ministry and supports them in finding their place in servant ministry and both growing and thriving within their ministry in whatever form it takes. The Administrator of Ministerial Services will contribute to achieving this goal by creating and maintaining an effective administrative system undergirded by excellent relational, communication and organizational skills.

BASIC FUNCTION: Facilitate the on-going development and execution of the administrative tasks of the Ministerial Excellence Team in all aspects of their ministry.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Develop and execute an effective network of communication through a diverse array of modes to meet the needs of a variety of users, including:
 - a. Receive phone calls and written communications and respond accurately and in timely fashion
 - b. Maintain the BOM and Ministerial Excellence Team websites, ensuring that information presented on these sites is accurate, kept current and addresses the audience's need for information
 - c. Receive reports and other materials from various individuals and groups and process accordingly
 - d. Participate in the execution of improved data networking conference-wide

2. Serve as the primary record-and-data keeper of the Board of Ordained Ministry including...
 - a. The candidacy files, clergy personnel files, minutes of all Board meetings (and related committees and task groups, as requested), reports to Annual Conference, and all others as identified by the Ministerial Excellence Team
 - b. Oversee the ongoing maintenance of the records in the UMCares database (or equivalent)
 - c. Ensure that personal and demographic data in all related databases is accurately updated and kept current
 - d. Update the policies and procedures handbook of the Board of Ordained Ministry when changes are made and communicate those changes to all who need to know

3. Monitor and support the processing of required reports and mandatory training events including:

- a. Oversee the background check processing for all levels of lay speakers, Certified Lay Ministers (CLM), supply assignment, candidacy for ministry, interns, and applicants for appointments.
 - b. Process the application materials of clergy from other conferences and/or denominations who desire to serve in the Illinois Great Rivers Conference
 - c. Monitor attendance at Ethics/Boundary Training and other required training for clergy and/or laity serving assignments to local churches
4. Provide other administrative support to the staff of the Ministerial Excellence Team as well as to the boards/committees/task groups directly related to this Team, including:
 - a. Prepare data spreadsheets, informational tables/diagrams and other reports as requested
 - b. Provide administrative support for the planning and execution of special events
 - c. In collaboration with the Annual Conference Secretary, the Executive Assistant to the Bishop, the Conference Benefits Officer, and the Board of Ordained Ministry, prepare the Business of the Annual Conference report which guides the Clergy Session.
 - d. In collaboration with the Finance and Administrations Team, provide administrative support for the financial responsibilities of the Ministerial Excellence Team including expense reports, payout requests, grants/scholarships, receiving and filing financial reports, and assistance with budget preparation.
 5. Attend meetings of IGRC staff, various connectional groups and special events as deemed by direct supervisor
 6. Participate in training opportunities for on-going professional development as requested and approved by direct supervisor

QUALIFICATIONS:

1. Faith in Jesus Christ; understanding of oneself as a disciple who is growing deeper in love of God and neighbor. Ability to articulate and live out one's faith and growth.
2. Knowledgeable and supportive of the mission and ministry of the United Methodist Church
 - Substantial familiarity with structure and polity of the United Methodist Church
 - Clergy or active lay member of a United Methodist congregation
3. Bachelor's degree or equivalent.
4. Excellent skills in written and verbal communication and interpersonal relations.
5. Demonstrated ability to work cooperatively as a team member, to provide team leadership, and to work independently. Must possess interpersonal skills, ability to listen, incorporate constituents' ideas, proficiency in planning, effectively manage timelines, embrace decision making practices, excellence in writing, teaching skills, cultural sensitivity, discernment, judgment, and initiative.

6. Proficient in the use of Microsoft Word, Excel, and PowerPoint. Willingness to learn new software skills associated with all ministry areas within the MET scope.
7. Ability to organize efficiently, establish priorities and attend to details.
8. Valid Illinois driver's license.
9. Demonstrated ability to work cooperatively as a team member and to work independently.
10. Committed to promoting positive ministry interactions with all persons to encourage implementing new ideas, practices, wonder, and excellence in our team, and to seeking God's grace in all that we do as we move through creating this movement!

WORKING CONDITIONS: Modern office environment in close proximity to other staff. Occasional travel to events such as Annual Conference, board/committee meetings, special events, etc.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop or kneel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

NOTE: This job description should not be construed to imply that these requirements are the exclusive standards and expectations of the position. The incumbent will follow any other instructions, and perform any related duties, as may be required. The employer has the right to revise this job description at any time and will provide reasonable notice of any such change. The job description is not to be construed as a contract for employment. Reasonable accommodation will be provided to individuals with disabilities.

Signing this document indicates that the employee understands the working conditions and responsibilities of this position and has discussed details with the Director of Connectional Ministries.

Employee's Signature

Date

Director of Ministerial Excellence

Date