



DIRECTOR OF FINANCIAL AND ADMINISTRATIVE MINISTRIES JOB DESCRIPTION

About The United Methodist Church and the Missouri Annual Conference

The United Methodist Church is a global denomination that opens hearts, opens minds and opens doors through active engagement with our world. The mission of The United Methodist Church is to make disciples of Jesus Christ for the transformation of the world.

John Wesley and the early Methodists placed primary emphasis on Christian living, putting faith and love into action. This emphasis on what Wesley referred to as “practical divinity” has continued to be a hallmark of United Methodism today.

The United Methodist Church is organized around connection. Local churches and clergy are connected to each other in relationship and ministry through the work of conferences. Conferences are regional bodies served by a bishop. United Methodists believe and practice that we are better together. Within the conference, local churches and clergy are connected and resourced for ministry in their context. The Missouri Conference encompasses the state of Missouri. We are made up of nearly 500 local churches of various sizes in almost every county in the state. Ministry contexts vary from rural to urban.

The mission of the Missouri Conference is to relentlessly lead our churches to become outwardly focused and spiritually centered Christ followers. We seek to be a brave, empowering place for people from diverse cultures and generations so that we may become a church for all God’s people. We pursue this by equipping conference leaders and local churches for multicultural leadership, cross-cultural connection and healing justice. The Missouri Conference has six expectations of all clergy and lay members: Christ-centeredness, accountability, collaboration, excellence, diversity and fruitfulness. These values guide our pursuit of unity in Christ through diversity in the kingdom.

Position Description

As chief financial and administrative leader of the conference, the director is responsible for effective management of financial planning and reporting, relationships with legal counsel, clergy benefits and conference office staff. The director also oversees programs that assist local congregations in strengthening their financial activities to support ministry, as well as consulting with local churches on basic legal and administrative matters. The director is a key member of the conference leadership team and the Mission Council and serves as advisor to the bishop on financial, legal and administrative matters. The director is expected to model Christ-centeredness, diversity, excellence, fruitfulness and collaboration and is accountable to the Council on Finance and Administration.

Reports directly to: Bishop Robert Farr, resident bishop of the Missouri Episcopal Area

Responsibilities of the Position

A. Financial Management

1. Provide strategic financial leadership, including forecasting, sustainability planning, scenario modeling and alignment of financial resources with conference mission and priorities.
2. Provide general oversight for accounts receivable, accounts payable, payroll, funds management, financial reporting and analysis.
3. Establish and maintain strong internal controls, risk management practices and financial compliance consistent with GAAP, denominational standards and nonprofit governance best practices.
4. Manage investments and bank accounts for conference funds to ensure appropriate cash flow while optimizing returns on reserves.



5. Work with CF&A, with input from other directors and the Mission Council, to develop the conference apportionment budget and plans for general expenditures and revenue.
6. Translate financial data into clear, actionable insights for conference leadership to support informed decision-making and strategic planning.
7. Serve as conference statistician, gathering information from congregations and preparing interpretive reports and analysis for CF&A, the Mission Council and the bishop.
8. Perform other responsibilities as required by The Book of Discipline (see ¶619, 2020/2024).

B. Property Management

1. Work with the Board of Trustees to manage the conference office building and other real property, including conference-owned parsonages and abandoned churches, including maintenance, insurance and improvements.
2. Maintain inventory of equipment and ensure offices are adequately equipped, particularly with electronic communication and data systems.

C. Clergy Support – Benefits

1. Work with the Conference Board of Pensions to provide analysis, advice and management of conference pension and health insurance programs.
2. Oversee conference programs related to equitable compensation and moving expense reimbursement.
3. Serve as conference pensions officer.

D. Human Resources – Conference

1. Manage conference administrative personnel, including recruiting, performance reviews and coordination with other directors to ensure appropriate staff support and clear reporting accountability.
2. Maintain current job descriptions, organizational chart and personnel records.
3. Ensure appropriate staff benefits programs are available and periodically reviewed, including health insurance, vacation and other paid time off.
4. Coordinate and maintain the Employee Handbook.

E. Congregation Financial and Administrative Support

1. Assist congregations in developing and maintaining sound accounting practices, personnel policies, insurance programs and stewardship efforts.
2. Serve as conference resource for information related to property and liability insurance.
3. Develop and present programs and resources to help congregations strengthen financial, legal, administrative, stewardship and strategic planning efforts to support ministry.

F. Collaborative Work with Conference Leaders

1. Serve as chief financial and administrative advisor to the bishop.
2. Work collaboratively and strategically with the bishop, Cabinet and conference leadership to resource and advance the mission and vision of the Missouri Annual Conference.
3. Partner with the bishop, directors, chancellors, Cabinet and Mission Council on financial and administrative matters to support the mission of the conference and strengthen congregational ministry.

Minimum Education Requirements

- Undergraduate or graduate education in business, finance, development, legal, human resources, organizational leadership or related field.
- Safe Gatherings certification and implicit bias training.



Desired Experience

- Data entry, processing, accounting and budgeting experience.
- CPA preferred but not required.
- Legal or compliance experience preferred but not required.
- Experience in a ministry setting, paid or unpaid.
- Familiarity with The United Methodist Church.
- Theological formation in the Wesleyan tradition.

Other Required Qualifications

- Strong interpersonal and communication skills.
- Strong attention to detail.
- Proficiency in Microsoft Office, including Outlook, Teams, Word and Excel.
- Ability to travel within Missouri and beyond on behalf of the Missouri Conference, including connectional treasurer meetings and Wespath and GCFA events. Some weekend responsibilities required.
- While some remote flexibility may be available, this position primarily requires an on-site presence during the week at the Conference Center in Columbia.

Compensation and Benefits

- Compensation for this executive leadership role will be commensurate with experience and aligned with the scope and strategic responsibilities of the position.
- Position classified as full-time exempt under the Fair Labor Standards Act (FLSA).
- Employer-provided health insurance through a private exchange maintained by The United Methodist Church. Employer contribution sufficient to purchase one of six plans, with options to purchase additional health, dental and vision coverage through payroll deductions.
- Employer contribution of 12% to the United Methodist Personal Investment Plan (403(b)). Additional employee contributions permitted on a pre-tax, after-tax or Roth basis. Optional death and disability coverage available.
- Paid time off (PTO) beginning at two weeks annually, increasing to four weeks over time for lay employees. Clergy employees follow Book of Discipline guidelines for paid time off and renewal leave.
- Travel expenses reimbursed according to conference policy in the Employee Handbook.

Note:

- This position is open to lay or clergy. Missouri clergy should contact their [District Superintendent](#) about their interest in the position *before* applying.