

PACIFIC NORTHWEST MENNONITE CONFERENCE
POSITION DESCRIPTION

JOB TITLE: Executive Conference Minister

REPORTS TO: Board of Directors and Moderator

POSITION STATUS: 12 months, 1.0 FTE [0.75 FTE as CE; 0.25 as CM], 260 Days (includes vacation); this is an exempt position

QUALIFICATIONS:

Experience in pastoral and/or denominational leadership, ordination preferred; commitment to the PNMC and its member churches and Mennonite Church USA; administrative and leadership gifts/experience, ability to maintain effective, collaborative relationship with colleagues, guided in all of its life by a missional intention, bilingual proficiency preferred (Spanish/English/other).

SUMMARY: The Executive Conference Minister is responsible for the direction and oversight of conference activities, with a spirit of watchful and responsible care for the mission and spiritual health of the PNMC.

ESSENTIAL FUNCTIONS:

1. Responsible to and works with the Conference Board to develop, implement, and sustain the vision of the PNMC.
 - a) Responsible for communicating PNMC's purpose and mission to congregations, other organizations and individuals.
 - b) Develops and carries out methods and plans for generating funds from congregations, other organizations and individuals.
 - This includes providing leadership to the capacity-building campaign being conducted in PNMC and to be launched in 2009.
 - c) Manages specific high priority projects and other responsibilities and obligations, as determined by the Conference Board.
 - d) Ensures effective communication is maintained between all conference entities.
 - e) Maintains effective connections with MC USA, church-wide entities, and other external connections including CIEMNM.
 - f) Cares for associate relationships with conference (i.e. Western Mennonite School, camps, Mennonite Village of Albany, etc.)

2. Responsible for implementation, quality and spiritual direction of pastoral support to PNMC, pastors and congregations.
 - a) In a spirit of equipping the saints for ministry, collaborates with, coordinates, mentors, serves as resource for, reviews, and leads the work of the District Pastors.
 - b) Ex-officio member of the Pastoral Leadership Team.
 - c) Ultimately responsible for pastoral support to conference, district pastors, pastors and congregations.

- d) Responsible for providing direction and support to congregations during pastoral transitions.
3. Cultivates missional communities within and among the PNMC congregations, practicing God's presence and care, receiving God's grace, seeking to do what Jesus is doing, weaving strangers into the fabric of our fellowship, proclaiming forgiveness, justice, truth, and peace, seeking to say what Jesus is still saying.
 - a) Promotes and leads missional endeavors; cultivating people, forming a missional environment, and engaging context.
 - b) Facilitates support, guidance, contact and accountability for CIHAN, Passion Based Ministry chairs, and Teams, and Task Forces in their operations and ministry.
 4. Serves as PNMC executive.
 - a) Works with the Finance Team to develop the proposed budget and recommends actions regarding the budget to the Board of Directors.
 - b) Leads recruiting and hiring of any paid staff following policies established by the Board of Directors (e.g. such a policy might include setting up a search team.)
 - c) Responsible for providing training and supervision of District Pastors and the Administrative Assistant as well as any volunteer persons performing administrative support functions.
 - d) Monitors workload of District Pastors, including number of hours spent. Balances loads as appropriate.
 - e) The Executive Conference Minister schedules meetings of the staff so as to ensure proper communication and coaching

CORE QUALITIES/VALUES:

Eph. 4, Ps. 23, I Tim. 3:1-13, Gal. 5:22-23

1. **Spiritual Vitality:** Has a strong relationship with God nurtured through daily spiritual practices; participates in the life of a PNMC congregation; is active in service; exemplifies the fruits of the spirit.
2. **Collaborative skills:** Works well with a wide range of people; is flexible; builds consensus well; delegates easily.
3. **Motivational leadership:** Embraces the PNMC vision; creates a climate of trust that encourages others to participate fully; visionary; willing to take risks.
4. **Effective communicator:** Is able to collate large amounts of information from diverse communities; communicates well across a range of congregations and cultures; can effectively use many media; can be clear, direct and warm.

REPORTING AND LENGTH OF TERM:

Incumbent reports to the PNMC Board of Directors and Moderator, with the initial period of hire to be two years, with quarterly review of accomplishments and plans, moving to semi-annual review, at a time deemed appropriate by the Board. Expectation is that position is ongoing, with set periods of review.