

WESTERN DISTRICT CONFERENCE

Conference Minister

Job Description

This position is full-time in accord with the Western District Conference Constitution and Bylaws, Policies Manual and Personnel Policy and follows Mennonite Church USA Pastoral Salary Guidelines; The Corinthian Plan. The Conference minister gives overall leadership and direction to the mission, ministry and well being of the Western District Conference. Office: 2517 North Main, N. Newton, Kansas. He/She is responsible to the Executive Board, and supervises the staff. Major responsibilities include:

Pastoral (Approximately 40%)

- Share the responsibility for relating to WDC pastors and congregational lay leaders with other Associate Conference Ministers; consult with congregational search committees about pastoral placement; and be an advocate for pastors and congregations to elected or appointed conference leadership. Oversee the ministerial credentialing for WDC.

Administrative (Approximately 40%)

- Develop, build and articulate vision for the Western District Conference
- Serve as the person responsible for the overall organization and operation of WDC; regularly meet with and report to the Executive Committee and Executive Board.
- Meet with and report to the Leadership Commission of WDC.
- Maintain overall administrative oversight of conference functions and activities, delegating appropriate tasks to other staff, including financial planning, oversight and resource development and management of conference-owned property.
- Be familiar with all committees and serve as the staff liaison to those that are or may be designated; coordinate the allocation of staff time and program budget to these committees; assist committee leadership in seeing their function in relation to a unified conference mission.

Representational (Approximately 20%)

- Be one of the three WDC representatives to the Constituency Leaders Council of Mennonite Church USA.
- Be responsible to see that WDC is adequately represented in relation to a variety of external and internal groups, including inter-Mennonite relationships.

See WDC Constitution; Bylaw 4, lines 426-435; for Conference Minister role.