

1 **Staff Funded though Western New York Shared Ministries**

2
3 **Area Staff**

- 4 1. Resident Bishop, Episcopal leader
5 A. Assistant to the Bishop
6 B. Office Administrator
7

8 **WNY Conference Staff**

- 9
10 2. Director of Connectional Ministries
11 A. Coordinator of Leadership and Congregational Development
12 B. Director of Communications\
13 1. Resource Center Coordinator
14 C. Administrative Assistant – secretarial/reception – shared with DAS
15
16 3. Treasurer/Director of Administrative Services
17 A. Accounts receivable clerk
18 B. Accounts payable clerk
19 C. Billing/payroll clerk
20 D. Administrative Assistant – secretarial/reception – shared with DCM
21
22 4. Coordinator of Leadership and Congregational Development
23 A. Clerical Support
24
25

26 **District Staff**

- 27 1. Cornerstone District Superintendent
28 A. Administrative Assistant
29 2. Genesee Valley District Superintendent
30 A. Administrative Assistant
31 3. Mountain View District Superintendent
32 A. Administrative Assistant
33 4. Niagara Frontier District Superintendent
34 A. \ Administrative Assistant
35

36 **Other Conference Ministry Staff**

- 37 1. Camps, Conference, and Retreats Executive Director
38 A. Program Staff, Camp Asbury
39 B. Program Staff, Camp Findley
40 C. Camp Maintenance staff : Asbury and Findley
41 D. Kitchen Staff: Asbury and Findley
42 E. Kitchen Staff: Asbury and Findley
43 F. Seasonal Camping Ministry Staff; Asbury and Findley
44

45 **Staff Description: Coordinator of Leadership and Congregational Development**

46
47 The focus of the position is to work under the direction of the Director of Connectional Ministry in the
48 development and implementation of a comprehensive strategy for implementing the WNY Annual
49 Conference Strategic Action Plan particularly as it relates to leadership development and renewing, and
50 developing local churches.

51 SPECIFIC RESPONSIBILITIES: include but are not limited to the following:

- 52
53 A. Develop and oversee implementation of effective models of congregational development.

- 1 1. Provide information and support in church strategic planning and development, including
2 interpretation of demographic and other related data to the annual conference, districts, and
3 local churches.
- 4 2. Work closely with District Superintendents in developing criteria to assist in identifying and
5 assessing churches ready for change, locations ready for new ministry, and possible new
6 cooperative/shared ministry development.
- 7 3. Develop a comprehensive conference strategic plan for renewing and developing specifically
8 identified churches for increased effectiveness in ministry.
- 9 4. Be the primary resource person to the identified churches in #3 above in their congregational
10 development.

11 B. Consult with local churches regarding ways to assess their current status, strengths and needs; and
12 strengthen their ministries, including, but not limited to:

- 13 1. Assist in developing mission and vision statements for the church, and assisting in
14 developing strategies for the implementation of the mission and vision;
- 15 2. In cooperation with the Leadership Ministries Team develop and implement a design, based
16 on the Strategic Action Plan, for increased leadership vitality among clergy and laity through.
 - 17 a. Assisting local churches in assessing their current status and needs
 - 18 b. Providing information about resources available to assist in the spiritual
19 formation of their members;
 - 20 c. Assisting local churches through consultation in the areas of staff development,
21 membership growth, and facilities development;
 - 22 d. Assisting congregations to evaluate their leadership development programs,
23 and help them to create intentional means to identify, recruit, and train effective spiritual
24 leaders;
- 25 3. Resourcing to evaluate the effectiveness of disciple making programs and if necessary
26 strategize ways to improve them;
- 27 4. In consultation with the Cabinet, develop a network of clergy and laity with the spiritual gift
28 of evangelism, skill as an effective communicator and expertise in the area of evangelism to
29 be available to consult with local congregations.
- 30 5. Assisting in evaluating their existing worship experiences; and if necessary, identifies
31 strategies whereby worship experiences may be modified or created in order to involve a
32 population group(s) targeted by the congregation.
- 33 6. Assisting local churches in reaching the younger generations by providing training in
34 generational profiles and in the development of spiritual resources and programs target to
35 persons under the age of 35.
- 36 7. Secure training and resources in the area of stewardship development for local churches to
37 enable congregations to increase the resources available to them.
- 38 8. Assist local churches in identifying and assessing their resources (financial and personnel) in
39 order to best focus those resources on the church's identified mission and vision.

40
41 **ABILITIES NEEDED:**

- 42 • Person may be lay or clergy
- 43 • A personal faith commitment to Jesus Christ
- 44 • Energy and vision for reaching persons for Jesus Christ
- 45 • Bachelor's degree required with a Master's degree or its equivalent preferred in at least one of the
46 following fields: theology, strategic planning, systems management, conflict management,
47 executive leadership, or related area.
- 48 • Knowledge and experience in leading congregations in the following: change dynamics, systems
49 theory relating to congregational life, leadership development, strategic planning, small group
50 ministry, discernment processes, and conflict management. Knowledge of and certification to use
51 the Taylor Johnson Temperament Analysis, Myers Briggs, and DiSC a plus.

- 1 • Documented experience with demonstrable achievement in the disciplines required of the job
- 2 • Working knowledge of computer-based programs relevant to the mission including demographic
- 3 analysis and congregational evaluation tools
- 4 • Ability to provide theological reflection on the task of the Church of Christ while nourishing a
- 5 worship community
- 6 • Thorough knowledge of the United Methodist Church and its *Book of Discipline*
- 7 • Ability to work as a member of a team
- 8 • Able to undertake travel assignments and work away from the office for periods of time. Work
- 9 responsibilities will include nights and weekends.
- 10 • Demonstrated effectiveness in leadership of new or growing churches
- 11 • Ability and proven experience in grant writing in order to support leadership and congregational
- 12 development
- 13 • Willingness to submit to a background check

14
15 TO WHOM RESPONSIBLE:

16 Supervised by the WNY Conference Director of Connectional Ministries

17
18 SALARY AND OTHER COMPENSATION TO BE DEVELOPED AND APPROVED BY: The
19 Covenant Council, in consultation with the Conference Personnel Committee will determine salary and
20 benefits. This position is defined as “exempt” in the Personnel Policies. Job location for the Director will
21 be the Conference Center offices in W. Amherst, New York.

22
23 Accountable To:

24 The Bishop and Program Cabinet of the Western New York Conference
25 Covenant Council

26 The local church with which covenants have been made for transformation.

27 Self for care, spiritual nourishment, and continuing education.

28 Support Groups:

29 Bishop and Program Cabinet.

30 Covenant Council members

31 Conference and district staff

32 Conference Pastors

33 Conference and district lay leaders

34 Personal family and friends

35 Compensation and benefits:

36 Shall be equivalent to that received by District Superintendents consistent with Conference policy.