

Director, Associate Director and Coordinator Level Staffing Model

Working DRAFT 5/1/2017

The Michigan Conference equips and connects through:

Christ-Centered Mission and Ministry

Bold and Effective Leaders

Vibrant Congregations

The vision identifies what we want to be known for across the state. It helps inform strategies, alignment of resources, making decisions and evaluating ministry. It becomes the lens and foundation for determining staffing models and organizational structures.

Based on this vision and the conversations of the Area CLT Personnel Committee, Design Team task groups, Design Team dialogue, Listening Sessions, and prior projections of staffing needs, the following model includes Directors, Associate Directors, Managers, Coordinators, and Administrative Assistant roles. These could be filled by both current staff and new hires to start up the new Michigan Conference.

VISION—SUPERVISION--DEPLOYMENT

Resident Bishop (FT Exempt)

Clergy Assistant to the Bishop (A-2B) (FT Exempt): provides key supervisory and administrative leadership support for the Bishop; works closely with the Appointive and Full Cabinets and the Director level positions at the direction of the Bishop. A2-B or DCM convenes monthly Director-level staff meetings. Reports directly to the Bishop.

District Superintendents: number of districts and district superintendents (proposal of 9). District offices and/or hubs, and regionally deployed staffing yet to be detailed.

CHRIST-CENTERED MISSION & MINISTRY

Director of Connectional Ministry (DCM): In partnership with Bishop and Conference Leadership Council (CLC)(former CLT), stewards the vision of the conference. Functions as de-facto “Chief Operations Officer.” Oversees staff and agencies relating to conference vision focus “Christ-Centered Mission and Ministry”, and relates to CLC for this focus. This role relates especially to the denominational foci of “Ministry with the Poor” and “Improving Global Health”. DCM or A2-B convenes monthly Director-level staff meetings. Relates to Conference Human Resources Committee in C.O.O. role. Facilitates annual CLC budget process with Directors in collaboration with Conference Treasurer and CLC. Primary director relating to the Commission on the Annual Conference Session. Reports directly to the Bishop.

Coordinator for Event Planning and the Commission on the Annual Conference Session (FT Non-exempt): gives project management assistance to the Commission on the Annual Conference Session;

creates systems for event planning and assists conference sponsored event planning teams in setting up their event registration processes; negotiates event venue terms and options. Reports directly to the DCM.

(NOTE: The following three positions under consideration may also have regionally deployed responsibilities in one or more districts.)

Coordinator for Young Adult Ministry Initiatives (1/2 Time Exempt?): Primary focus on young adult faith and leadership exploration and development opportunities. Under the supervision of the Associate Director for Connecting Mission & Ministry gives direct oversight of internship programs of the annual conference focused on college age young adults, including Mission Intern Program and Ministry Exploration Internship. Interfaces with the Board of Young People's Ministries, Division on Higher Education and Campus Ministry, to support and foster innovation in campus ministry initiatives. Collaborates with the Director of Clergy Excellence on ministry recruitment endeavors.

Associate Director for Connecting Mission & Ministry (FT Exempt): Primary responsibilities for creating processes and collaborating with additional regionally deployed staff focused on equipping groups of local churches/congregations in each district to build missional partnerships within their communities. Help focus and contextualize the denominational emphasis on Ministry With the Poor. Oversight of key related initiatives, such as: conference advance special giving program; Global Mission Partners liaison with GBGM; Mission Intern and Freedom School programs. Gives direction and training to regionally/district deployed equipping staff, under supervision of the DCM. Collaborates with the Associate Director of Lay Leadership Development and Associate Director for Congregational Revitalization to design and implement comprehensive and integrated training for laity and clergy in local churches and missional cluster groups. Reports directly to DCM.

Associate Director for Multicultural Vitality (FT Exempt): Coordinates work with each of the four racial-ethnic ministry committees, with particular focus on leadership development and congregational strength. Assists these committees with the initiatives of the UMC National Ethnic Plans and denominational racial ethnic caucuses. At the direction of the DCM works collaboratively with the Congregational Vibrancy Team on development of racial ethnic local churches, and equipping of churches working on multicultural ministry initiatives. At the direction of the DCM works collaboratively with the Director of Clergy Excellence and the Associate Director for Lay Leadership Development in consultation with the Division on Religion and Race to design and implement intercultural competency trainings. Reports directly to the DCM.

BOLD AND EFFECTIVE LEADERS

Director of Clergy Excellence (DCE) (FT Exempt): Has oversight responsibility for the conference vision focus of "Bold and Effective Leaders" as it relates to clergy leadership development, and relates to CLC for this focus. This role relates to the denominational foci of "Developing Principled Christian Leaders for the Church and the World". The primary role is focused on clergy excellence, helping create processes for recruiting, credentialing, training, supporting, evaluating and exiting clergy leaders. Helps

design and deliver a comprehensive system of leadership development from recruitment to deployment, and lifelong formation, peer learning and continuing education. Works directly with the Board of Ordained Ministry, helping formulate training of District Committees on Ministry, oversight of Candidacy Summit and Residency Program. In conjunction with the Board of Ordained Ministry implements denominational evaluation requirements for all clergy. Collaborates with other Directors and/or other program staff to focus areas of clergy leadership development and recruitment. Collaborates with A2-B and appointive cabinet on areas of clergy evaluation and ineffectiveness. Collaborates with Director of Conference Benefits for clergy in transition. Reports directly to the Bishop.

VIBRANT CONGREGATIONS

Director of Congregational Vibrancy (DCV) (FT Exempt): Has primary responsibility for new church start initiatives and processes and revitalization initiatives. This role relates to the denominational foci of “Creating New Places for New People and Revitalizing Existing Congregations”. Has oversight responsibility for conference vision focus of “Vibrant Congregations” and relates to CLC for this focus. Oversees staff, agencies and processes relating to “Vibrant Congregations” focus; collaborates with DCM and DCE for inter-focus planning and implementation; collaborates with appointive cabinet on areas of congregational decline as well as new launch potentials. Helps design and deliver comprehensive training for lay/clergy teams in multiplication methods. Reports directly to the Bishop.

(NOTE: The following three positions under consideration may also have regionally deployed responsibilities in one or more districts.)

Associate Director for Lay Leadership Development (FT Exempt): Has primary responsibility for conference focus of “Bold and Effective Leaders” as it relates to lay leadership development in the context of vibrant local congregations. Works directly with the Board of Laity and the Director of Lay Servant Ministries to create and implement focused ministry training for laity in local churches, with emphasis on missional cluster groups. At the direction of the DCV collaborates with the Associate Director(s) for Congregational Vibrancy and with the Associate Director for Connecting Mission and Ministry for expanded leadership training for laity. Collaborates with regionally/district deployed conference staff for training local churches in ministry initiatives. Serves as trained consultant on VCI consultation teams as directed by the DCV. Works with the Commission on the Annual Conference Session and the Conference Lay Leader to design and implement lay training opportunities at the annual conference session. Reports directly to the DCV.

Coordinator for Youth Ministry Development (3/4 time Exempt): Primary focus on equipping and training leaders. Facilitate an Adult Workers network for designing training for workers with youth ministries in local churches across the Conference. Develop networking / resourcing / communication for these leaders. Collaborate with the Board of Ordained Ministry Recruitment Committee to foster a culture of call through youth ministries and leadership development opportunities. Work directly with Division on Youth Ministry youth/adult leaders as they design ongoing leadership development events beyond the local church. Reports directly to the DCV.

Associate Director(s) for Congregational Vibrancy (FT Exempt): (number to be determined as regionally deployed staffing is determined). Areas of anticipated responsibility:

Continual examination and refinement of existing revitalization processes; continual research and development of new revitalization approaches for our local churches; collaborate with the Associate Director for Multicultural Vitality in strengthening racial ethnic local churches; help design and deliver ongoing leadership training opportunities on local church/congregation vitality/revitalization for lay and clergy; reports directly to the DCV.

CONNECTIONAL COMMUNICATION—ADMINISTRATION—FUNDING--SUPPORT

Director of Communications (FT Exempt): works closely with Bishop and DCM for communicating vision and actions of the conference and global connection; works closely with Bishop and A-2B on sensitive personnel and or public issues. Creates the public face of the conference. Oversees the Communications Staff Team. Works with the Director of Administrative Services/Conference Treasurer and the Information Technology Manager as they determine ongoing technology needs of the annual conference. Reports directly to the Bishop. Primary agency relationships: Commission on Communications, Conference Leadership Council, Commission on the Annual Conference Session, Committee on the Journal.

Director of Administrative Services and Conference Treasurer (FT Exempt): oversight of conference fiscal management responsibilities; coordinates and collaborates on annual conference budget process; oversight of treasury staff; relates to CFA as primary staff; relates to CLC and DCM in treasury role; coordinates facility contracts and concerns with conference Trustees; oversees IT contracts in consultation with Director of Communications and IT Manager; relates to Board of Pensions and Health Benefits as Conference Treasurer. Reports directly to the Bishop and the Council on Finance and Administration.

Director of Conference Benefits and Human Resources Services (FT Exempt): oversight of conference pensions and benefits programs, policies and procedures; oversight of conference payroll system and staff; primary HR staff person relating to Conference Human Resources Committee; provides central role relating to HR requirements and policies; works closely with appointive cabinet on sensitive clergy relationship issues, and issues of incapacity or disability; primary staff person relating to the Conference Board of Pensions and Health Benefits; relates to CFA in supportive relationship. Reports directly to the Bishop and the Board of Pensions and Health Benefits.

Summary: Positions described in the document are in draft proposals. Once Directors are chosen and in place some positions may be changed. This draft does not reflect the necessary administrative support staff that has also been outlined by the Design Team and Personnel Committee. Also, there is a need to create a distinct title for regionally/district deployed resourcing staff so that there is consistency of expectation, accountability and productivity. Some positions under consideration may also have regionally deployed responsibilities in one or more districts. The available funding for the full range of these positions is contingent upon the approval of the Nine District Model.