

## **Hawai'i Conference United Church of Christ Position Description**

**Job Title: Associate Conference Minister**

**Area of Ministry: HCUCC**

**Wage & Hour Status: Exempt**

### **Position Summary:**

The Associate Conference Minister (ACM) is a part-time, approximately 25 hours/week, exempt Conference staff position deployed to Hawai'i Island and is primarily accountable to the Conference Minister. This position will collaborate with the Conference Minister to support and resource all the Hawai'i Conference United Church of Christ (HCUCC) churches and ministers located on Hawai'i Island, the Hawai'i Island Association Board and the Hawai'i Island Committee on Ministry. This position will also liaison with the Hawai'i Conference Micronesian ministry and support and either:

Be responsible for Committee on Ministry (COM) support, including facilitating the COM Chairs meetings, COM trainings, and the direct liaison to two Association COMs beyond the Hawai'i Island Association.

OR

Be responsible for developing and implementing a strategic initiative for Innovation and Engagement including recruiting a missional team, working with present expansive church programs, and individual congregations as requested.

### **Essential Functions:**

1. Work collaboratively and openly with all Conference staff, especially Conference Minister and associate conference ministers.
2. Support and resource all Hawai'i Conference churches and ministers on Hawai'i Island.
3. Work in partnership with the Papa Makua for support of the Association of Hawaiian Evangelical Churches' congregations on Hawai'i Island.
4. Support and resource Hawai'i Island Association's Board and Committee on Ministry.
5. Provide Search and Call support of congregations in pastoral transition on Hawai'i Island.
6. Staff and resource missional teams of the Conference Council as assigned.
7. Ensure that Conference files of churches, ministers and association are kept current with minutes and all supporting documentation.
8. Attend meetings, as assigned, of Conference staff, Conference Council, Association and ecumenical events.
9. Other duties as assigned by the Conference Minister.

### **Desired Qualifications:**

1. Authorized minister in the United Church of Christ
2. A minimum of 5 years of successful pastorate(s) in a local church

3. Willing to live on Hawai'i Island.
4. Thorough knowledge of and appreciation for the history, polity and theology of the UCC.
5. Ability to work collaboratively and independently in the variety of settings and diverse cultures and theologies of the Hawai'i Conference.
6. Ability to learn and use effectively current technology, including office software programs (e.g., Microsoft Office), on-line tools and apps, and social media.
7. Firm oral and written communication skills, with the ability to interpret information effectively both the general public and to all settings of the UCC.
8. Ability to work with complex systems and to adapt quickly to change as needs or circumstances warrant.

**Other Expectations:**

1. Interpret and communicate the overall mission of HCUCC and the United Church of Christ to local churches, minister and the general public.
2. Thorough knowledge and understanding of general business, office and Conference and Hawai'i Conference Foundation procedures and policies as they apply to this position.
3. On-going continuing education, boundary training and other professional development relevant to the position and to ordained ministry generally.
4. Ability to work evenings and weekends, including extensive travel and availability via mobile phone, as workload requires.

**Interpersonal Interaction**

This position reports directly to the Conference Minister and is responsible to the Hawai'i Conference Council. As part of the Professional Staff, this person interacts with all settings of the organization. Additionally, this position maintains verbal and written correspondence with the HCUCC Conference Council, the Hawai'i Conference Foundation Board of Trustees, committees, Conference professional and support staff, consultants, and vendors.

**Working Conditions**

As this is a deployed position, it is the staff person's responsibility to secure a separate, quiet, dedicated workspace for the purpose of performing work duties. This area must be maintained in a safe condition, free from all hazards. It must also be serviceable by a broadband cable or fiberoptic internet service provider.

This position will be required to work evenings and weekends as the workload dictates.

Package: \$35,000 all inclusive