

Conference Minister

Mountain States Mennonite Conference

Job Description of Conference Minister

This position is three-quarters time and is in accordance with the Mountain States Mennonite Conference By-Laws. The Conference Minister gives overall leadership and direction the mission, vision, ministry and well-being of the conference. The Conference Minister is responsible to the Leadership Board and supervises all conference staff. MC USA pastoral salary guidelines will be followed.

Major responsibilities include:

1. Articulate, tend to, and give leadership in carrying out the vision, mission and values of Mountain States Mennonite Conference.
2. Help facilitate and build the relational accountability between churches and passion ministries within the conference. Will ensure administrative oversight of conference function and activities; coordinate planning for faith and life forums, annual assemblies, and round tables.
3. Provide pastoral and congregational support. Annually visit each of the regional pastors' gatherings, help coordinate the yearly pastors' retreat, meet with pastors in their ministry setting, find ways of connecting congregations to the larger conference agenda, vision and goals.
4. Consult with congregational search committees about pastoral placement and participate in rituals of celebration and other special occasions in MSMC congregations and conference events.
5. Be familiar with all conference committees. Regularly meet with and report to the Leadership Board; work alongside the Ministerial Council as they assist in matters related to transition, support, and the credentialing of conference leaders; aid the Development/Finance Committee in fundraising, coordinating the budget, and overseeing a larger stewardship vision for the conference.
6. Serve as a representative of Mountain States Mennonite Conference at a variety of inter-Mennonite gatherings (CLC, National Assembly, larger conference minister gatherings).

Term:

The term of employment is for five years. Additional terms are based on positive work reviews. Salary and benefits will be reviewed annually by the Leadership Board. If there is a desire for termination of services on the part of either party, ninety (90) days' notice shall be given prior to termination.

Time:

This is a three-quarter time position. It is expected that 30-36 hours per week will be given to this task, or a maximum of 9 of 21 work units per week (one unit being a four-hour block of morning, afternoon or evening). Since the nature of the work is such that there will be some demands of time during weekends, evenings, and due to travel, the Conference Minister is expected to take time off during the work week to compensate for this extra time. The conference minister is also expected to model and promote a healthy work-life balance.

Individuals who bring diversity are encourage to apply. Background investigations are part of the hiring process. Mountain States Mennonite Conference is committed to non-discrimination in employment with regard to age, race, color, sex, gender, sexual orientation, marital status, pregnancy, parenthood, disability and national and ethnic origin.