

Strategy Leader | Role Description

SUMMARY OF ROLE

As Strategy Leader, you will lead one of five strategy areas (Connect, Equip, Discover/Send, Administration, Communications) in order to further the mission and vision of the Tennessee-Western Kentucky Conference of the United Methodist Church. In this role, you will empower volunteer teams to develop and execute collaborative ministry action plans, provide administrative oversight, and serve as the liaison to the Connectional Table. You are accountable to The Connectional Table, and supported by a full-time staff member.

RESPONSIBILITIES

- Actively participates in collaborative meetings as required with the Connectional Table and Ministry Associate. Strategy Team Leaders who miss more than four meetings annually will be subject to removal; Strategy Team Leaders may attend meetings via phone or video conferencing if necessary. Reviews agenda and supporting material prior to meetings.
- Leads the visioning and implementation of the Strategy Team, with support from the Ministry Associate, in order to meet desired outcomes and impact. This includes facilitating meetings 6-12 months per year, engaging teams in strategic planning and executing. Submits meeting minutes to the Ministry Associate.
- Serves as the primary liaison between the Connectional Table, Strategy Team, and Ministry Teams. Leads quarterly gatherings with Ministry Teams; communicates regularly, serves as a thought partner and sounding board.
- Provides administrative oversight and accountability to strategy area, including budgets and reports.
- Is informed of and supports the mission and policies of the TWKC, including our commitment to diversity, equity, and inclusion.
- Suggests possible nominees to the Nominations Committee who can make significant contributions
- Participates in at least one training or development activity per year.
- Practices integrity that includes acting in a manner that is in the best interest of the TWKC without taking personal interest into account, as well as holding confidentiality where appropriate.

TIME REQUIRED

This position requires approximately 10-12 hours per month, including attending at least three meetings.

LENGTH OF COMMITMENT

This is a four-year term of service. Terms typically begin July 1 and end in June 30; open positions may be filled at any time.

TRAINING PROVIDED

As a learning community, training will be integrated regularly into our regular meetings and work. In addition, the TWK Conference will provide an initial orientation, as well as an annual training event.

QUALIFICATIONS AND SPECIAL SKILLS

Minimum qualifications include: member of a United Methodist Church, passion for and commitment to the mission of TWK Conference, commitment to equity, inclusion, diversity, comfort with using technology, flexibility for some regional travel, commitment to personal spiritual growth.

Preferred qualifications include: experience in a senior leadership role in a nonprofit or ministry setting, experience coaching volunteers, excellent relationship builder, excellent communication and organizational skills, experience or acumen in finances and budgeting.

BENEFITS TO THIS ROLE

As a Strategy Leader, you will grow new and hone existing skills in leadership and ministry, develop diverse relationships with United Methodists across the connection, and actively participate in the movement of the Holy Spirit in our churches and communities.

Strategy Member | Role Description

SUMMARY OF ROLE

As Strategy Team Member, you will collaborate with a team of clergy and laity to advance one of five strategy areas in order to further the mission and vision of the Tennessee-Western Kentucky Conference of the United Methodist Church. In this role, you will utilize data to identify opportunities for ministry, develop and execute collaborative ministry action plans, and connect and maximize the resources of Ministry Teams. You are accountable to the Strategy Leader.

RESPONSIBILITIES

- Actively participates in Strategy Team meetings, which meets every one or two months. Strategy Team members who miss more than four meetings annually will be subject to removal; Strategy Team members may attend meetings via phone or video conferencing if necessary. Reviews agenda and supporting material prior to meetings.
- Provides administrative oversight and accountability to strategy area, including budgets and reports.
- Connects and collaborates with missional partners and ministry teams to further the mission of the TWK Conference.
- Is informed of and supports the mission and policies of the TWK Conference, including our commitment to diversity, equity, and inclusion.
- Suggests possible nominees to the Nominations Committee who can make significant contributions to the work.
- Participates in at least one training or development activity per year.
- Practices integrity that includes acting in a manner that is in the best interest of the Tennessee-Western Kentucky Conference without taking personal interest into account, as well as holding confidentiality where appropriate.
- Drives other activities as assigned by Strategy Team, Connectional Table, or other TWK Conference leadership.

TIME REQUIRED

This position requires approximately 5-8 hours per month. This includes attending at least one strategy meeting per month.

LENGTH OF COMMITMENT

This is a four-year term of service. Terms typically begin in July and end in June; open positions may be filled at any time.

TRAINING PROVIDED

As a learning community, training will be integrated regularly into our regular meetings and work. In addition, the TWK Conference will provide an initial orientation, as well as an annual training event for all Strategy Team Members.

QUALIFICATIONS AND SPECIAL SKILLS

Minimum qualifications include: member of a United Methodist Church, passion for and commitment to the mission of TWK Conference, commitment to equity, inclusion, diversity, comfort with using technology to work efficiently and creatively solve problems, flexibility for some regional travel, commitment to personal spiritual growth.

Preferred qualifications include: relationship-building, analytical skills, excellent communication skills.

BENEFITS TO THIS ROLE

As a Strategy Team Member, you will grow new and hone existing skills in leadership and ministry, develop diverse relationships with United Methodists across the connection, and actively participate in the movement of the Holy Spirit in our churches and communities.

Ministry Team Leader | Role Description

SUMMARY OF ROLE

As Ministry Team Leader, you will lead a team of clergy and laity volunteers to further the mission and vision of the Tennessee-Western Kentucky Conference of the United Methodist Church within the scope of the committee's charge and goals. In this role, you will develop and execute collaborative ministry action plans, provide administrative oversight, and serve as the liaison to the related Strategy Area. You are accountable to the Strategy Leader, and supported by a designated Conference Connectional Ministries staff member.

RESPONSIBILITIES

- Leads the visioning and implementation of the Ministry Team in order to meet desired outcomes and impact. This includes facilitating team meetings at least quarterly, engaging the team in strategic planning processes and executing. Submits meeting minutes to the Ministry Associate.
- Serves as the primary liaison between the Strategy Team and Ministry Team. Communicates regularly, and serves as a thought partner and sounding board with leaders throughout the Conference.
- Actively participates in collaborative meetings as required with the Strategy Team and Ministry Associate. Typically, both meet quarterly. Ministry Team Leaders who miss more than two meetings annually will be subject to removal; Ministry Team Leaders may attend meetings via phone or video conferencing if necessary. Reviews agenda and supporting material prior to meetings.
- Provides administrative oversight and accountability to Ministry Team, including budgets and reports.
- Is informed of and supports the mission and policies of the Tennessee-Western Kentucky Conference, including our commitment to diversity, equity, and inclusion.
- Suggests possible nominees to the Nominations Committee who can make significant contributions to the work.
- Participates in at least one training or development activity per year.
- Practices integrity that includes acting in a manner that is in the best interest of the Tennessee-Western Kentucky Conference without taking personal interest into account, as well as holding confidentiality where appropriate.

TIME REQUIRED

This position requires approximately 6-8 hours per month.

LENGTH OF COMMITMENT

This is a four-year term of service. Terms typically begin in July and end in June; open positions may be filled at any time.

TRAINING PROVIDED

As a learning community, training will be integrated regularly into our regular meetings and work. In addition, the TWK Conference will provide an initial orientation, as well as an annual training event.

QUALIFICATIONS AND SPECIAL SKILLS

Minimum qualifications include: a member of a United Methodist Church, passion for and commitment to the mission of TWK Conference, commitment to equity, inclusion, diversity, comfort with using technology to work efficiently and creatively solve problems, flexibility for some regional travel, commitment to personal spiritual growth.

Preferred qualifications include: experience in a leadership role in a ministry setting, experience mobilizing volunteers, excellent relationship builder, excellent communication and organizational skills.

BENEFITS TO THIS ROLE

As a Ministry Leader, you will grow new and hone existing skills in leadership and ministry, develop diverse relationships with United Methodists across the connection, and actively participate in the movement of the Holy Spirit in our churches and communities.

Ministry Team Member | Role Description

SUMMARY OF ROLE

As Ministry Team Member, you will collaborate with a team of clergy and laity to advance the mission and vision of the Tennessee-Western Kentucky Conference of the United Methodist Church within the scope of your Ministry Team's description and charge. In this role, you will utilize data to identify opportunities for ministry and develop and execute collaborative ministry action plans. You are accountable to the Ministry Team Leader.

RESPONSIBILITIES

- Actively participates in Ministry Team meetings; Ministry Teams meet at least quarterly. Ministry Team members who miss more than two meetings annually will be subject to removal; Ministry Team members may attend meetings via phone or video conferencing if necessary. Reviews agenda and supporting material prior to meetings.
- Supports in the development of budgets, reports, and other administrative tasks.
- Is informed of and supports the mission and policies of the Tennessee-Western Kentucky Conference, including our commitment to diversity, equity, and inclusion.
- Suggests possible nominees to the Nominations Committee who can make significant contributions to the work.
- Participates in at least one training or development activity per year.
- Practices integrity that includes acting in a manner that is in the best interest of the TWK Conference without taking personal interest into account, as well as holding confidentiality where appropriate.

TIME REQUIRED

This position requires approximately 4-6 hours per month.

LENGTH OF COMMITMENT

This is a four-year term of service. Terms typically begin in July and end in June; open positions may be filled at any time.

TRAINING PROVIDED

As a learning community, training will be integrated regularly into our meetings and work. In addition, the TWK Conference will provide an initial orientation, as well as quarterly connectional events for Ministry Team Members.

QUALIFICATIONS AND SPECIAL SKILLS

Minimum qualifications include: passion for and commitment to the mission of TWK Conference, commitment to equity, inclusion, diversity, comfort with using technology to work efficiently and creatively solve problems, ability to meet during the day, flexibility for some regional travel, commitment to personal spiritual growth,

Preferred qualifications include: excellent relationship builder; excellent communication and creativity skills

BENEFITS TO THIS ROLE

As a Ministry Team Member, you will grow new and hone existing skills in leadership and ministry, develop diverse relationships with United Methodists across the connection, and actively participate in the movement of the Holy Spirit in our churches and communities.