



Job Description

Job Title:	Associate to the District Superintendent (A2D)
Status:	Exempt
Classification:	Part-time appointment (0.25 quarter time). <i>Often paired with a 0.75 time ministry position to provide a full-time (1.0) appointment</i>
Job Family/Grade:	Executive/21
Reports to:	District Superintendent and subject to episcopal oversight

Background:

The Associate to the District Superintendent (A2D) is a role established through the districting strategy to deepen connectional relationships, provide leadership, and support the work of Superintendency across the TWK Conference area. A2Ds serve as members of the district team alongside the District Superintendent (DS) and District Administrative Assistants.

While the United Methodist Book of Discipline and Judicial Council rulings reserve certain responsibilities solely for the District Superintendent, the A2D plays a vital role in extending the relational, connectional, and leadership presence of the DS and the Cabinet to local churches. This role is designed to strengthen connection with the local church, elevate support, increase responsiveness, and allow for adaptability in a changing ministry context.

A2Ds will relate to a defined group of churches, with the expectation that meaningful relationships can be cultivated alongside other ministry responsibilities.

This role builds on learnings from recent cohort models and ongoing experimentation within district leadership and is informed by the mission, vision, and values of the Tennessee-Western Kentucky Annual Conference. As we continue to adapt to a changing context, the A2D role reflects a commitment to flexibility, collaboration, and growth.

It is expected that this role will continue to evolve. A2Ds are invited to engage this work with a spirit of learning, openness, and adaptability as we refine how best to serve the connection.

Individuals serving in this role are selected through consultation with the Bishop and Cabinet based upon the leadership needs of the Conference.

This job description is subject to change at any time.
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Responsibilities

1. Relational Leadership

The primary purpose of the A2D role is to extend the relational reach of the District Superintendent and Cabinet to assigned clergy and congregations. This includes, but may not be limited to:

- Building and maintaining meaningful relationships with clergy and churches
- Offering support, encouragement, and guidance through regular connection
- Walking alongside congregations and leaders during seasons of challenge, transition, or discernment
- Connecting churches and leaders to conference resources, opportunities, and partnerships to encourage faithful disciples
- Identifying opportunities for collaboration across the district and the connection
- Encouraging healthy rhythms for clergy, including renewal leave and sabbatical planning (in coordination with the district team)
- Lifting up individuals discerning a call to ministry to the DS

Through these relationships, the A2D helps discern when additional support, resources, or interventions may be needed, thus strengthening the ministry and witness of the local church and the district.

2. Charge Conferences

As directed by the District Superintendent, the A2D will work with formal church leadership in and through the Charge Conference by:

- Presiding over Charge Conferences in accordance with the Book of Discipline.
- Assisting with communication and coordination before and after conferences
- Supporting efforts to improve clarity, efficiency, and consistency in the Charge Conference process walking with churches in making important decisions to support the mission of making disciples.

3. Appointive Cabinet Participation

The A2D is an important and collaborative member in the work of the Appointive Cabinet. Work in this area includes:

- Bringing insight from relational work into appointment conversations
- Representing the needs, context, and opportunities of local churches in and for the appointive process
- Engaging in scheduled Cabinet meetings and processes (details to be defined, including expected time commitment)
- Serving as a cabinet representative on assigned Conference committees or teams.

4. District Team Participation

The A2D serves as a vital member of the District Leadership Team, which includes the DS, other A2Ds, District Administrators, and District Lay Leaders. Responsibilities include:

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- Collaborating on district-wide priorities and initiatives
- Preparing for and contributing to shared leadership work
- Participating in regular team meetings
- Informing the work of the District Leadership Team to promote clarity and fruitfulness within the District

Note: This description is intended to promote role clarity, flexibility, and adaptability while fully complying with *The 2020/2024 Book of Discipline of The United Methodist Church* and all applicable Judicial Council decisions applying the same, including JCD 1224¹ and 1226². Should any provision of this description be deemed to conflict with *The 2020/2024 Book of Discipline*, that provision shall be revised to conform to the *Discipline*.

Clarification of scope (Responsibilities Reserved for the DS):

In accordance with the Book of Discipline, the following responsibilities remain solely with the District Superintendent:

- Formal clergy supervision and evaluation
- Matters of discipline and complaint processes
- Oversight of property and building decisions
- Credentialing processes for licensed or ordained ministry

The A2D may relationally support in these areas, but the DS is tasked with authority over these district matters by the United Methodist Book of Discipline.

Time Expectation

This is a quarter-time position. As such, priorities should remain clearly focused on relational leadership, Charge Conferences, and participation in the appointive process. When competing demands arise, relationship-building with clergy and congregations is the primary focus, as it forms the foundation for all other aspects of the role.

Preferred Qualifications

- Ordained as an Elder in the United Methodist Church
- Previous experience serving in a district, conference, or connectional leadership role
- Training or certification in coaching, conflict transformation, or congregational development
- Experience in multi-church collaboration, new ministry development, or church revitalization initiatives
- Adaptability
- Humility
- Relational intelligence
- Commitment to learning

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Physical Requirements:

Frequently required to walk, sit, stand, talk, and hear. Occasionally required to climb or balance, stoop, kneel, or crouch. Must occasionally lift and/or move up to 25 pounds. Regularly required to communicate, digitally, in person, and by phone. Frequently required to remain stationary throughout the workday and operate a computer, and other office machinery such as a calculator, copy machine, and computer printer.

Work Environment:

Much of the work may be remote, but some travel is required, including overnight travel. Ability to travel within the District or to Nashville, as needed, is required. This position shall operate in compliance with the Book of Discipline of The United Methodist Church and applicable Judicial Council decisions.

¹ Judicial Ruling 1224: <https://bit.ly/UMC1224JudicialRuling>

² Judicial Ruling 1226: <https://bit.ly/UMC1226JudicialRuling>

Signature: _____

Date: _____