



Job Description

Job Title:	District Administrator – District Office
Reporting Structure:	Reports directly to the District Superintendent
Status:	Full-Time
Classification:	Non-Exempt

Position Overview

The District Administrator oversees and coordinates administrative systems, operations, and communication for the district, ensuring the effective functioning of processes, data management, and organizational workflow. This role requires strong organizational leadership, attention to detail, discretion with confidential information, and the ability to manage multiple priorities in a fast-paced environment.

Each district is supported by **two District Administrators** who work collaboratively to ensure continuity of operations, shared responsibility for key systems, and consistent execution across the district.

Districts are also staffed by Associates to the District Superintendents (A2Ds). District Administrators work in coordination with the District Superintendent and A2Ds to ensure alignment between relational leadership and administrative systems.

District Administrators provide **operational, administrative, and logistical leadership** to ensure the effective functioning of district processes, communication, and record-keeping.

District Administrators support the work of the District Superintendent and A2Ds but **do not carry responsibility for relational leadership, supervision, or clergy-related decision-making**.

This role is administrative in nature and does not include responsibility for pastoral, supervisory, or decision-making functions related to clergy or congregations. However, the District

Administrator exercises independent judgment and decision-making within established administrative systems and processes.

The District Administrator serves as a primary point of contact for clergy, laity, and conference staff, ensuring accurate communication, efficient coordination of district processes, and reliable maintenance of records and systems. Each District Administrator has responsibility for a subset of churches within the district.

District Team Role Clarity

The District operates through a collaborative team model that includes the District Superintendent (DS), Associates to the District Superintendent (A2Ds), District Administrators, and a volunteer District Lay Leader. Each role has distinct and complementary responsibilities:

- **District Superintendent (DS):** Provides supervisory, appointive, and disciplinary authority in accordance with the *Book of Discipline*
- **Associates to the District Superintendent (A2Ds):** Focus on relational leadership, connectional engagement, and extending the presence of the DS to clergy and congregations
- **District Administrators:** Provide operational leadership and coordination of administrative systems, communication, and district processes.
- **District Lay Leader:** Partnering with the district team to foster awareness of the role of the laity, train local church lay leaders, and support lay participation in the planning and decision-making processes of both the district and local churches.

A2Ds collaborate closely with District Administrators but do not carry responsibility for administrative execution, database management, or routine communications.

Team Structure & Shared Responsibilities

The two District Administrators operate as a collaborative team with shared responsibility for all core administrative functions. To ensure clarity and accountability, each Administrator maintains primary ownership of specific systems or processes while providing cross-functional support to the other.

Core Expectations:

- Both Administrators maintain working knowledge of all major systems and processes
- Each functional area has a **primary lead** responsible for accuracy, timelines, and follow-through
- The second Administrator serves as **backup support**, ensuring continuity during absences or high-volume periods

- Administrators meet regularly to align priorities, adjust workload, and ensure completion of all responsibilities
- Communication and information are shared openly; no processes operate in isolation

Typical Ownership Areas May Include:

- **Systems & Reporting Lead:** Database management, clergy documentation, statistical reporting, data verification
- **Communication & Process Lead:** District communications, Charge Conference coordination, scheduling, and follow-up tracking

Ownership areas may be adjusted based on district needs, staffing, and gifts of the individuals.

Key Responsibilities

1. Administrative Operations & Systems Coordination

- Oversee daily office operations, ensuring efficiency, consistency, and follow-through
- Coordinate and maintain the District Superintendent's calendar, appointments, and meeting logistics
- Manage office workflows, correspondence, and incoming communications
- Process vouchers and ensure timely and accurate financial submissions
- Identify and address operational or facility-related needs

2. Communication & District Coordination

- Coordinate and distribute district-wide communications, including events, meetings, deadlines, and processes
- Ensure clarity, consistency, and timeliness of all district communications
- Serve as a central coordination point between the District Office, Conference staff, clergy, local churches, and A2Ds
- Ensure follow-up on key communications and required actions

3. Database & Information Management

- Oversee the accuracy, integrity, and maintenance of the Mission Connect database

- Manage personnel, charge conference, and district records in compliance with confidentiality standards
- Generate and analyze reports related to clergy appointments, church leadership, and district data
- Ensure all leadership, appointment, and reporting data is current through proactive monitoring and follow-up

4. Clergy Process & Administrative Support

- Coordinate and process documentation related to clergy status, including:
 - Changes in appointment
 - Changes in pastoral status
 - Death notifications
- Coordinate logistics, scheduling, and communication for District Committee on Ordained Ministry processes
- Maintain and update district committee rosters and records

5. Conference & District Process Support

- Coordinate administrative preparation for:
 - Annual Conference
 - Charge Conferences
 - Clergy consultations
 - Year-end statistical reporting
- Ensure all required documentation, reports, and data are complete and accurate prior to submission
- Provide on-site operational support during Annual Conference as needed

6. Charge Conference & Reporting Systems Leadership

- Coordinate all scheduling, logistics, communication, and reporting processes for Charge Conferences

- Develop and distribute schedules in collaboration with the District Superintendent and A2Ds
- Provide instruction and technical support to clergy and church leaders regarding required processes
- Monitor completion of required forms and reports, ensuring deadlines are met through consistent follow-up
- Review submitted reports for accuracy and completeness prior to final submission
- Ensure all materials, systems, and logistics are prepared to support the District Superintendent and A2Ds

Required Qualifications

- High school diploma or equivalent (associate or bachelor's degree preferred)
- Strong organizational, coordination, and time management skills
- Excellent written and verbal communication skills
- Ability to manage confidential information with discretion
- Ability to exercise independent judgment within established systems and processes
- Proficiency in Microsoft Office (Word, Excel, Outlook)

Preferred Qualifications

- Experience in administrative coordination or office management roles
- Familiarity with database management systems
- Working knowledge of United Methodist Church structure and polity
- Experience supporting complex processes, committees, or organizational systems

Core Competencies

- Systems thinking and process coordination
- Attention to detail and accuracy
- Strong teamwork and collaboration skills

- Responsiveness and follow-through
- Strong interpersonal and customer service skills
- Adaptability and willingness to learn new systems and processes
- Ability to manage multiple deadlines and competing priorities

Work Environment

- Work in a hybrid work setting (remote and on-site/in-person).
- Frequent interaction with clergy, laity, A2Ds, and conference staff
- Occasional travel or extended hours during peak seasons (e.g., Annual Conference)

Physical Requirements

- Frequently required to sit, stand, walk, and use hands to operate office equipment
- Regularly required to communicate clearly, both verbally and in writing, including in person, by phone, and through digital platforms
- Frequently required to remain stationary for extended periods while working at a computer
- Occasionally required to lift and/or move items up to 25 pounds (e.g., office supplies, files, conference materials)
- Occasionally required to bend, stoop, kneel, or reach in support of office and event setup needs

Stipulations:

- Technology/cell phone allowance is provided.
- No unemployment benefits are available to conference employees, based TCA rules.

Signature

Date