

**ASSOCIATE CONFERENCE MINISTER FOR
STEWARDSHIP, CHURCH VITALITY AND FINANCE
Vermont Conference of the United Church of Christ
Position Description
1/30/12**

Purpose

The Associate Conference Minister for Stewardship, Church Vitality and Finance shall coordinate and provide resources to our local congregations for stewardship interpretation and development. This person will also provide oversight of resources and programs promoting congregational vitality in the Vermont Conference and provide oversight of conference financial matters and maintain conference properties and facilities.

Responsibilities

- Preach and teach on matters of stewardship and congregational vitality throughout the Vermont Conference;
- Along with the Resource Center Coordinator, insure the availability of up to date resources for stewardship and congregational vitality and promote their use throughout the conference;
- Provide staff support to the Department of Stewardship and the committees of that department;
- Provide staff support for the Congregational Vitality Committee;
- Ensure sound fiscal management of all Conference finances;
- Provide assistance and support to the work of the Finance Committee as they develop and monitor the conference budget;
- In consultation with the Conference Minister develop annual budget for office operations, staff travel and conference operations;
- Generate public monthly financial reports and present them to the Conference Board of Directors;
- Attend Board of Directors meetings as directed by the Conference Minister;
- Prepare budget reports for Annual Meeting;
- Implement payment for all Conference expenses and implement data entry for accounts receivable and payable, including payroll, all tax filings and IRS donor letters;
- Maintain conference Facebook presence;
- Provide technical advice and support for the conference website to the Communications Coordinator;
- Provide conference IT management, including network administration, PC and network repair, and hardware and software evaluation and purchase;
- Provide assistance and resources for congregations around properties, congregational beginnings and endings, local church constitutions and bylaws, local church policies, including personnel;
- Ensure proper maintenance of all Conference properties;
- Attend all staff meetings;

- Meet regularly with the Conference Treasurer.

Qualifications

- A strong Christian faith and commitment to serve the church;
- UCC Ministerial Authorization required (or ordained ministerial partner standing);
- Good listening skills and communication skills and the ability to maintain confidentiality and high ethical standards;
- Excellent organizational skills;
- Experience and enthusiasm in the promotion of Christian stewardship;
- Experience and enthusiasm in the promotion of vitality in Local Congregations;
- Proven accounting skills;
- Knowledge of office equipment, purchasing and leasing;
- Ability to work well in a cooperative team ministry;
- Knowledge of and commitment to the United Church of Christ;
- Ability to work in a multi-media environment using computers and social media and a willingness to continue to grow in this area.

Work Schedule

Full-time according to the Ministerial Compensation Guidelines including availability on evenings, Saturdays and Sundays

Accountability

Conference Minister

Support

Conference Minister and the Personnel Committee