

Position: Director of Mission, Service & Justice Ministries

Accountable to: The Director is accountable to the Bishop, the Conference Personnel Committee, the Annual Conference and the Office of Creative Ministries Board. The bishop will serve as the direct supervisor.

Responsible for: Through the ministries of mission, service and justice, lead congregations to lead people to actively follow Jesus Christ.

Spiritual: The Director of Mission, Service, and Justice Ministries will have a strong, well grounded faith that informs the way they live their life as a Christian. They will have the ability to interact with different personalities, theologies and opposing opinions to bring about fruitful ministry that makes a difference.

Skills: This person will be an adaptive leader who will take responsibility and deliver observable, bountiful and sustainable ministry outcomes. They will lead into the future with accountability, attentive to reaching a younger, more diverse population.

Education and Experience: This person can be either clergy or lay. They will have experience and background in mission, service and justice ministries. They will have knowledge of the work of the United Methodist Church.

Specific Tasks/Responsibilities:

- 1) Serve as the conference staff person coordinating the work of the Creative Ministries Team, the Mozambique Initiative Team, the Social Justice Team and the Values Team.
- 2) Be alert to the humanitarian and spiritual needs of people in Missouri and outside of Missouri and help the conference teams discern God's vision for how congregations in the Missouri Conference might best use their resources for addressing the needs of people.
- 3) Insure as much as possible for the conference teams to have a congregational focus.
- 4) Serve on the Missouri Conference Cabinet, Mission Council and meet regularly with the Bishop and Directors.
- 5) Direct the Missouri Conference disaster response activity. In the event of a major disaster in Missouri or anywhere in the world initiate and maintain lines of communication with the Bishop, conference leaders, pastors and congregations. Work alongside the Office of Creative Ministries staff, the Conference Disaster Response Coordinator and the Missouri United Methodist Disaster Response Team (MUMDRT). Relate to statewide disaster response organizations: State Emergency Management Agency (SEMA), Missouri Interfaith Disaster Response Organization (MIDRO) and Missouri Voluntary Organizations Active in Disasters (MOVOAD).
- 6) Serve as conference staff person arranging for coordination of local churches and international missions
- 7) Serve as the Executive Director of the Office of Creative Ministries, Inc. and its various ministries.
 - a) Keep the Office of Creative Ministries Board abreast of legal, financial and property matters relating to the corporation.
 - b) Work with the OCM staff team to implement the ministries of the Office of Creative Ministries.

- c) Work with the Office of Creative Ministries Board in determining and maintaining an adequate staff.
- d) Supervise the Office of Creative Ministries staff.
- e) Assist the Board in developing a budget and interpreting the budget for the Conference Finance and Administration Team. Raise needed funds from other sources in order to meet the budget.
- f) Serve as a vital link with the interfaith mission oriented communities. And serve as an advocate for the Festival of Sharing, the Interfaith Disaster Response Organization (MIDRO), Heifer International, and the Society of St. Andrews.

Compensation: The compensation is determined by the Conference Finance and Administration Team in consultation with the Conference Personnel Committee and the Office of Creative Ministries Board. Health insurance and pension is provided through the conference insurance and pension plan. Four weeks of vacation and two weeks of continuing education is allowed each year.