

THE UNITED METHODIST CHURCH -- IOWA ANNUAL CONFERENCE
The mission of The United Methodist Church is to make disciples for Jesus Christ.

Job Description

Job Title: Leadership Development Minister for Social Justice & Mission	Date Written: March 2, 2007
Reports To: Assistant to Bishop for Connectional Ministries	Date Revised: November 17, 2007
Department: Connectional Ministries	FLSA: Exempt
Location: IAC Offices: 2301 Rittenhouse St., Des Moines, IA	Approved By:

Summary Description

The Leadership Development Minister (LDM) for Social Justice & Mission provides leadership to the Conference in the areas of social concern by finding ways and means to rectify social injustices, through teaching, modeling, and advocating for legislative action as necessary. The LDM identifies potential conference leaders, conducts training; prepares and distributes information and disseminates technical assistance in order to built capacity for this ministry. Additionally, the LDM promotes participation in mission activities locally, nationally, and globally. As a member of the Conference Ministry Cabinet, the LDM collaborates in the development of a Conference-wide vision, strategic planning, and resource planning.

Essential Job Functions

Order of Importance	Duties & Responsibilities	Percent of Time
1.	Assists the Iowa Annual Conference by facilitating effective learning and expertise among the Conference leadership and District Ministry Teams in order to advocate for the Social Principles and General Church and Annual Conference resolutions	
2.	Assists the IAC by facilitating effective learning and expertise among the Conference leadership and District Ministry Teams order to promote participation in mission activities locally, nationally, and globally	
3.	Keeps the Conference leadership informed about legislative and public policy issues related to social justice	
4.	Leads advocacy efforts by staff and volunteers with the Iowa Legislature while it is in session, as well as following out of session activities all the while advocating for Conference resolutions as necessary	
5.	Identifies areas within the Iowa Annual Conference where social justice and mission are in need of attention	
6.	Represents the denomination at the State Capitol and at events	

	throughout the state and beyond; has regular conversations with the Bishop of the Iowa Annual Conference that are very important and at times urgent. Fosters strong communications relationship with the Bishop to assure that communication from the denomination is grounded in scripture and tradition, as well as being in compliance with the United Methodist Books of Discipline and Resolutions	
7.	Daily tracks legislative activities and decisions (local, state, and national), developing action strategies aimed at achieving significant results, communicating with advocacy networks, and evaluating outcomes and future actions needed	
8.	Develops training events on a Conference-wide or regional basis to assist local congregations in witnessing the call to justice and mercy	
9.	Participates as a contributing member of the Connectional Ministries Leadership team and Conference Ministry Cabinet.	
10.	Responsible for ongoing program development, implementation, and evaluation of social concerns and new mission activities, keeping current with the fluidity of these initiatives	
11.	Serves as a consultant to the various boards and agencies of the Annual Conference as assigned by Rule of Order IAC IIA2c	
12.	Other duties as assigned	

Required Knowledge, Skills, Abilities

- Must have a vision for righting social wrongs and ability to communicate need for change with local churches, Conference leadership, and applicable governmental/regulatory bodies
- Must have an extensive governmental lobbying experience
- Must be a capable communicator with a passion for communicating the need for social change and mission development (local, state, regional, national, and world-wide)
- Must have experience in the mission fields, working with volunteers and leadership, as well as local church work, emphasizing teaching, preaching, and community organizing
- Must be comfortable with taking risks, creative, and not afraid to be “cutting edge” in his/her approach to advocacy and mission development
- Exceptional consensus building skills
- Strong interpersonal and communications skills and the ability to work effectively with a wide range of constituencies in diverse community settings
- Ability to develop and deliver presentations
- Must possess leadership skills to inspire and motivate others to perform well and to accept feedback from others
- Willingness to make decisions, exhibit sound, independent, and accurate judgment, and make timely decisions
- Ability to prioritize and plan work activities, use time efficiently, and develop realistic action plans
- Ability to maximize effective use of office technology
- Must be United Methodist, with solid understanding of United Methodist theology, polity and history

Education/Experience

- Education/Experience: Bachelor's degree (BA) in related field (political science, psychology, theology, social work, management, etc.) plus minimum of five years related experience or equivalent. Graduate degree preferred in public/business or ecclesiastical discipline. Extensive experience working in the legislative arena, preferably with faith-based and/or non-profit organizations along with the appropriate educational qualifications. Must be well versed in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Experience with governmental lobbying, marketing, fundraising, community development, and non-profit–agency fiscal management necessary.
- Computer/Technical Skills: Strong proficiency in Microsoft Office applications including Word, Excel, and PowerPoint. Experience with Microsoft PowerPoint and Access or other data base management software programs helpful.
- Communication Skills: Excellent oral and written presentation skills are essential; strong command of English language required in individual situations as well as in small and large group settings. Strong negotiation, facilitation, and team- and consensus-building skills needed. Fluency in second or third language, such as Spanish, preferred.
- Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Supervisory/Management Experience: Supervisory experience helpful but not required; may occasionally direct the work of others.
- Licenses, Certifications, and other Registrations: Valid Driver's License and proof of auto insurance required. Eligible to be registered as a lobbyist.

Physical Requirements

Physical Requirements	Percent of Time			
	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read typed or handwritten information and use computer				xxx
Hearing: Must be able to hear well enough to communicate with others				xxx
Sitting:			xxx	
Standing/Walking			xxx	
Reaching/Climbing	xxx			
Stooping/Kneeling/Crawling	xxx			
Lifting/Carrying up to 50 lbs.	xxx			
Pulling/Pushing up to 50lbs.	xxx			
Holding/Grasping/Fingering/Feeling: Must be able to write, input, file, organize and use phone system.			xxx	

Note: This job description describes the general nature of the job and should not be construed as an exhaustive list of responsibilities, duties, or skills required for the job. Job descriptions do not establish a contract for employment and are subject to change at the discretion of the employer.

www.iaumc.org

The Iowa Annual Conference of the United Methodist Church is an Equal Opportunity Employer.

Application
Leadership Development Minister
Iowa Annual Conference
of
The United Methodist Church

The Iowa Annual Conference of The United Methodist Church is seeking qualified candidates to fill one (1) **Leadership Development Minister** position. This Leadership Development Minister (LDM) will be responsible for conference-wide programming and will be based in the Conference office in Des Moines. This position will report directly to the Assistant to the Bishop for Connectional Ministries.

The open Leadership Development Minister position is:
Leadership Development Minister for Social Justice and Mission

A summary description of the position follows and complete detail is available on the website of the Iowa Annual Conference, www.iaumc.org.

The successful candidate will begin serving on February 1, 2008.

The Leadership Development Minister (LDM) for Social Justice & Mission provides leadership to the Conference in areas of social concern, by finding ways and means to rectify social injustices, through teaching, modeling, and advocating for legislative action as necessary. The incumbent identifies potential conference leaders, conducts training; prepares and distributes information and disseminates technical assistance in order to build capacity for this ministry. Additionally, the LDM promotes participation in mission activities locally, nationally, and globally. As a member of the Conference's Ministry Cabinet the LDM collaborates in the development of a Conference-wide vision, strategic planning, and resource sharing.

All applications for the Leadership Development Minister position are to be submitted electronically to the Iowa Annual Conference, at: LDM@iaumc.org.
The position will be open until the successful candidate is selected.

Iowa Annual Conference of The United Methodist Church
2301 Rittenhouse Street
Des Moines, IA 50321
www.iaumc.org (515) 974.8900

For further information please contact:
Rev. Karen Dungan at karen.dungan@iaumc.org (515) 974-8915

Leadership Development Minister Application

**THE IOWA ANNUAL CONFERENCE OF THE UNITED METHODIST CHURCH
2301 Rittenhouse Street
Des Moines, IA 50321-3101
(515) 974.8900**

Date:

PERSONAL INFORMATION

Name:

Home Phone:

Mailing Address:

Work Phone:

City: State: Zip:

E-mail address:

Local Church Affiliation or Membership:

If United Methodist clergy, Annual Conference membership:

EDUCATION BACKGROUND

College or University

Name and Location:

Years Attended:

Degree:

Major Area of Study:

Graduate School

Name and Location:

Years Attended:

Degree:

Major Area of Study:

Other Graduate Educational Experiences

Name and Location:

Years Attended:

Degree:

Major Area of Study:

OTHER

Is there anything that would keep you from performing the essential functions of this position? Yes No

Have you ever been convicted of a felony? Yes No

Have you ever been convicted of a sexual and/or power abuse charge?
Yes No

Have you ever been disciplined or terminated for discrimination or harassment in the workplace? Yes No

Have you ever been disciplined or terminated for violence in the workplace?
Yes No

Are you legally authorized to work in the U.S.? Yes No

Can you provide required proof of eligibility to work in the United States?
Yes No

WORK EXPERIENCE

(Church professionals note: For type of work, list nature of ministry experiences.)

1. Current Employment:

Position:

Type of work:

Current salary:

Dates of Employment:

Reason for leaving:

Name, address and telephone number of immediate supervisor:

(May we contact this supervisor? Yes No)

2. Name of Past Employer:

Position:

Type of work:

Salary:

Dates of Employment:

Reason for leaving:

Name, address and telephone number of immediate supervisor:

(May we contact this supervisor? Yes No)

3. Name of Past Employer:

Position:

Type of work:

Salary:

Dates of Employment:

Reason for leaving:

Name, address and telephone number of immediate supervisor:

(May we contact this supervisor? Yes No)

4. Name of Past Employer:

Position:

Type of work:

Salary:

Dates of Employment:

Reason for leaving:

Name, address and telephone number of immediate supervisor:

(May we contact this supervisor? Yes No)

REFERENCES

Please provide at least three references you have known for some time, who are not related to you. Please tell how you know each of them.

These references may be contacted upon receipt of your application and letters of reference may be included by you in the application.

Reference 1

Name:
Street Address:
City: State: Zip:
E-mail: Phone:
Relationship:

Reference 2

Name:
Street Address:
City: State: Zip:
E-mail: Phone:
Relationship:

Reference 3

Name:
Street Address:
City: State: Zip:
E-mail: Phone:
Relationship:

AFFIRMATION

I affirm that the information provided on this application or in connection with the processing of this application (and any resume or accompanying documents) is true and complete to the best of my knowledge. I understand that if employed, false statements, significant omissions, or misleading information regardless of when discovered, made on or in connection with my application and accompanying documents may result in dismissal.

Date:

Signature:

LEADERSHIP DEVELOPMENT MINISTER

RESUME

Please prepare and enclose a resume that describes your background, education, work experience, and innovative projects you have initiated relevant to this particular position. Indicate professional and civic involvements as well.

STATEMENT

Please prepare and attach as extensive a statement as necessary for the following:

1. Describe how you feel your background and experience relate to the functional requirements of a position in which there is a need to vision, coordinate, and act strategically.
2. Describe your understanding of how this position will enhance the relationship among the Iowa Annual Conference leadership and the general membership of the Iowa Annual Conference.
3. How does your faith relate to your understanding of the church and its future?
4. How can you enhance and facilitate the work of the Iowa Annual Conference?
5. Based on the information available, what is your vision for this position?
6. Describe your relationship to and involvement in:
 - a. Local church experiences
 - b. District work and/or Annual Conference work
 - c. General and Jurisdictional agencies (be as specific as possible regarding duties)
 - d. Ecumenical and interfaith experiences
7. Describe your continuing education in areas that relate to this position.