

Baltimore-Washington Conference Ministry Description
District Administrator, Baltimore Metropolitan District
Supervisor – District Superintendent

Position Objectives:

Provide administrative leadership, oversight and support for district team in the execution of the district strategy and vision for ministry.

Key Accountabilities

- Facilitate interpretation of BWC policies and procedures and communicate with pastors and churches so that issues and concerns are addressed immediately and appropriately, and pastors' and congregations' appreciation for the connection grows.
- Coordinate charge conference schedules and material for the district so that charge conferences can occur in an efficient and timely manner.
- Perform final review of charge conference forms and process compensation forms so that the BWC database and other appropriate files can be accurate and current.
- Assist pastors and congregations in completing church and clergy profile information so that the superintendent is equipped to make recommendations and decisions regarding appointment-making.
- Disseminate information and then respond to questions and concerns on apportionment payments, pension and medical arrearages, statistical reports, church fund balance reports, evaluations, clergy advisories, and charge conference.
- Coordinate arrangements and prepare material for regional or district meetings, training events, and workshops; including, Leadership Days, Discipleship Academy and Annual Conference.
- Manage/maintain district budget and credit card; including, processing vouchers, expense reimbursements, and internal transfers.
- Prepare and send communications from conference, region, and district through district blog and other electronic communications.
- Conduct trainings/workshops; including, administrator/secretary workshops and trainings for statistical reports, charge conference and BWC database.
- Manage the workflow of the change of appointment lifecycle. This includes: scheduling take-ins, preparing folders, processing necessary paperwork and updating database.
- Complete Change of Appointment form within five business days of a change and forward to appropriate offices.

Individual Job Responsibilities

- Participate in regional team meetings; prepare and distribute information regarding follow-up action items.
- Serve as District School of Christian Growth Registrar—register participants, collect funds, submit deposits, create spreadsheets for each class and total participants; make contact with registrants to collect unpaid debts; order refunds; create registration forms and brochures for online marketing.
- Provide support for correspondence and calendar management for district superintendent.
- Coordinate the Board of Child Care Gift Giving and other financial and mission campaigns for the district.
- Serve in the Arrangements and Clergy Registration Offices during annual conference.
- Provide trainings on the district.
- Coordinate the logistical planning for Leadership Day; site location, create name badges, developing class lists.
- Provide administrative support for creating appreciation and CEU certificates for district/regional events.

Special Aspects of the Role

- Confidentiality is mandatory.
- It is preferred that the jobholder be of the Christian faith, ideally of United Methodist denomination, and driven to be Christ-centered and Christ-like. In addition, the individual should be open to listening and learning from the faith experiences of others with different theological views.
- The job will be based at the Baltimore-Washington Conference Center in Fulton, MD or a district center if applicable. May require travel throughout the district/BWC area.
- Manage flow of work throughout the year in preparation for seasonal work (charge conference, change of appointments, evaluations, statistics, etc.).
- Ability to work as a member of a variety of teams at the same time.

Educational Attainment

Minimum Bachelor's Degree or equivalent experience.

Work Experience

A minimum of five years of experience as an administrator or executive assistant.

Skills & Knowledge

- *Leadership*: motivates and influences people to achieve positive results, vision for and ability to disciple leaders, team builder, ability to mentor and coach, strategic thinker, ability to interact with diverse groups of laity and clergy;
- *Organization*: plan with the end result in focus, ability to do administration well and complete tasks on time; effective written and oral communication, demonstrates timely follow through, a problem solver.
- A working knowledge of the culture and structure of the UMC denomination.
- A working knowledge of Microsoft Office Suite.
- Ability to work effectively using the telephone to assist persons with Gateway, the Conference Web site and resources available through BWC
- Creativity, accountability, and strong written and oral communication skills are beneficial to the fulfillment of this role.

Key Competencies

Interpersonal Skills
Willingness to Learn
Results Orientation
Flexibility
Self Control

Team Player
Concern for Impact
Innovativeness
Adaptability
Concern for Standards

Accountability
Openness to feedback
Capacity to give direct feedback
Tenacity
Customer Service Skills