

Pacific Northwest Conference

Job Title: Board of Ordained Ministry Administrator

Department/Area: Board of Ordained Ministry / District Service Center

Reports to: Board of Ordained Ministry Chair and Sub-Committee Chairs and Conference Treasurer

Direct Reports: none

Classification: Non-Exempt

Summary: This position will support the Board of Ordained Ministry in the Pacific Northwest Annual Conference in identifying, developing, and supporting effective clergy leadership.

Principal Duties or Tasks:

Overall Administration

- Maintain all BOM policies and BOM Committee Roster and changes.
- Schedules, attends and takes minutes for all Executive Committee Meetings and BOM Meetings in consultation with BOM Chair.
- Serves as custodian for all files and personnel records for all candidates from certification through ordination; keep track of time limits:
 - a. Biographical data
 - b. Transcripts
 - c. Instruments of evaluation
 - d. Psychological and medical test records
 - e. Sermons
 - f. Theological statements
- Creates and maintains Dropbox system keeping records current under guidelines provided by the GCFA, BHECM, and Pensions.
- Assist candidates with understanding the processes and requirements for each stage of credentialing.
- Assist in the preparation of the Annual Report to the Clergy Session with Conference Relations, the Bishop's Assistant, Conference Secretary. (CRC)
- Maintain files for Professional Certification and work cooperatively with the Formation Team. Ensure that recertifications are maintained. (Formation)
- Communicates Board of Ordained Ministry supported events to clergy and appropriate conference outlets (Exploration, Orientation to Ministry, Orders Retreat, etc).
- Maintain website presence, making sure all documents are current
- Coordinates and supports Certified Lay Minister training and events
- File in Bishop's Office, for permanent status a copy of circumstances involving discontinuance of provisional membership or termination of LLP status.
- Additional duties as assigned to support the work of District Service Center

Districts

- Work cooperatively with the District Committee Chairs and Registrars to help coordinate the monitoring of:
 - Inquiring and Certified Candidates through all steps of the candidacy process.
 - Serve as resource for navigating GBHEM's on-line candidacy process
 - Develops and keeps an updated database or spreadsheet for each category of candidates; database or spreadsheet would include contact info as well as all pertinent information or each individual's candidacy
 - Keep pertinent information and recommendations of each candidate. One copy for the registrar, one for GBHEM. Forward acknowledgement of transfer to pastor of the local church where each newly elected provisional and associate member held membership
- Work cooperatively with the Registrar of Local Pastors and Associate Members and help coordinate the monitoring of:
 - Student local pastors, serving in congregations, who are completing under-graduate degrees. Receive and file transcripts and track number of credits completed.
 - Students' progress in Course of Study. Receive transcripts and track years completed.
 - Seminary students for transcripts, required courses (i.e. Methodist History, Doctrine, Polity & Evangelism) completed, and years completed.

Commissioning

- Work cooperatively with the Registrar for Commissioning and provides oversight for:
 - Receiving and organizing all materials submitted by candidates.
 - Distribution of materials to members of BOOM.
 - Work cooperatively with the BOOM Chair and Executive Committee members responsible for scheduling interviews.

Full Membership of Deacons and Elders and Acceptance of Associate Members

- Work cooperatively with the Full Membership Registrar and provides oversight for:
 - Receiving and organizing all materials submitted by candidates.
 - Distribution of materials to members of BOOM.
 - Work cooperatively with the BOOM Chair and Executive Committee members responsible for scheduling interviews.

Qualifications:

- Familiarity with United Methodist Annual Conference mission and culture
- A commitment to the vision, mission and core values of the Conference
- College Degree or equivalent
- High level of confidentiality and intuitiveness
- Ability to complete assigned tasks independently
- Excellent written and verbal communication and presentation skills with the ability to present information individually, in small groups or in large sessions.
- Strong administrative, communication and organizational skills
- Outstanding computer abilities, including Microsoft Office and database maintenance
- Willingness and ability to travel within the conference boundaries; occasional travel to seminars/workshops sponsored by the various national UMC Boards may also be required

Apply by March 1st with cover letter and resume to: Bhenshaw@pnwumc.org

Resume should be in PDF format named: last name, first name, - resume – 2018date