



The United Church of Canada Position Description

for submission to the JEC

Signature: _____

(GCM/CES/EM/EO)

Position Title: Conference Executive Secretary – David Allen	Job Code: TOR01
Reports To Position: General Council Officer, Conciliar Relations – Carol Hancock	Job Code: OMGS05
Unit/Section: Toronto Conference	Date Revised: March 2010

Purpose:

The mission of Toronto Conference is to strengthen Congregations, Pastoral Charges, Outreach Ministries, and Missions to be faithful followers of Jesus Christ. To fulfill that mission, the Conference Executive will:

1. Make the best use of the human and financial resources available.
2. Ensure oversight and compliance within the polity of The United Church of Canada.
3. Provide resources in the Presbyteries to promote the work in the following areas – program, property, personnel and public witness, with further support from the staff in the central Conference office.

The Conference Executive Secretary position is established by the General Council to work with elected and appointed members, volunteers and staff to provide leadership, counsel, and assistance to the General Council of The United Church of Canada, the Toronto Conference and to those Presbyteries within its bounds to carry out the mission of Toronto Conference.

Within the Conference’s policy governance system, the Executive Secretary implements the policies of the Conference and operates within the Executive Secretary Limitations policies adopted by the Conference’s Executive. The Executive Secretary provides general oversight of the Conference and Presbytery offices and supervision, support, and counsel to all Conference staff. In addition the Executive Secretary participates in the meetings and life of the General Council and its Executive and is responsible for the duties of the Executive Secretary as outlined in *The Manual*, Sections 433.1 and 433.2.

Context:

The Conference offices, as part of the wider church, are called to serve God’s mission in Jesus Christ, empowered by the Spirit, for a world of justice, peace, reconciliation and the integrity of creation. The General Council offices support the ministry and mission of the congregations, presbyteries, mission units and Conferences and are the national expression of The United Church of Canada, working ecumenically and in global partnership, faithfully, collaboratively, and effectively.

Toronto Conference supports Congregations, Pastoral Charges, Outreach Ministries and Presbyteries in partnership with Toronto United Church Council and General Council. As part of the wider church, we are called to serve God's mission in Jesus Christ, empowered by the Spirit, for a world of justice, peace, reconciliation and the integrity of creation.

The vision of restructuring sees Toronto Conference as an instrument for the empowerment and animation of our various ministries, seeking to focus on Christ's mission. In light of this, the work of most Conference staff is carried out within the Presbyteries of Toronto Conference and their Pastoral Charges and Outreach Ministries. A central office supports the Conference’s administrative functions.

Toronto Conference is characterized by significant diversity ranging from urban to rural, and influenced by multicultural and intercultural realities. Experience within the membership of the congregations in the Conference varies widely, and theological perspectives are sophisticated and diverse. Tension exists between areas of high growth and opportunity and areas inclined toward amalgamations and church closings. There is much opportunity for vital and creative ministry within the Conference.

Reporting Relationships:

This is one of thirteen positions directly supervised by the General Council Officer, Conciliar Relations. The other twelve include the Speaker of the All Native Circle and the other eleven Conference Executive Secretaries.

The Executive Secretary also reports to the Toronto Conference through its Executive.

The positions accountable to the Executive Secretary are:

- Finance and property administrator
- Executive assistant
- Program staff deployed in the Presbyteries (6 full-time equivalent)
- Administrative staff deployed in the Presbyteries (4 full-time)

Dimensions:**Quantitative Data (if applicable):**

Number of Staff Supervised: 14 Directly: 9 Indirectly: 5

Annual Operating Expense Budget for Year: Amount:

Other quantitative information (please specify):

Specific Outcomes and/or Key Position Functions: (as related to the Conference's mission)**• Strengthening Congregations, Pastoral Charges, Outreach Ministries, and Missions to be faithful followers of Jesus Christ.**

- Be accessible to Presbyteries and/or their governing bodies to communicate and interpret the polity of The United Church of Canada and the policies of the General Council and Toronto Conference;
- Provide training for volunteer secretaries of Presbyteries and the Conference staff deployed in the Presbyteries;
- Provide a pastoral presence to chairs and secretaries of Presbyteries;
- Be available as a resource person to the Conference, Presbyteries or Pastoral Charges on matters of church legal processes;
- Provide instruction to Conference legal counsel;
- Provide training for committees established to carry out church legal processes.
- Implement communication policies adopted by the Executive.

• Making the best use of the human and financial resources available.

- Work closely with the Conference Executive to develop and implement Conference policies in fulfilment of the Conference's policy on the Conference's mission.
- Offer support and counsel to the Conference President, and provide assistance as s/he fulfils his/her responsibilities and goals as president;
- Bear responsibility, together with the Conference President, for leadership, co-ordination and support of volunteers and staff who serve within the church's structures, and for broad administrative concern for the structures themselves;
- Provide staff support to any committees, task groups or Commissions established by the Conference Executive, or ensure that staff support is available to those groups.
- Be creative in initiating proposals for consideration and response from the president, Executive, staff and others.

Specific Outcomes and/or Key Position Functions: (as related to the Conference's mission) cont'd

• **Ensuring oversight and compliance within the polity of The United Church of Canada:**

- Perform the duties of Conference Executive Secretary as stated in section 433.1 and as required in sections 433.2 of The Manual (2007) of The United Church of Canada, and as directed by the Conference or its Executive;
- With elected representatives, represent the Conference to the General Council, its Executive and staff, and communicate and interpret the concerns of Toronto Conference and its constituency to the General Council and other Conferences;
- Represent the General Council and its Executive to the Conference, its Executive and staff; communicate and interpret the concerns of the General Council and its Executive to the Conference, its Presbyteries, their Pastoral Charges and, as necessary, to congregations and individuals; be a corresponding member of the General Council Executive;
- Attend General Council meetings;
- Meet with Conference Executive Secretaries/Speaker and the General Council Officer, Conciliar Relations on a regular basis;
- Carry out other General Council responsibilities as assigned;
- Be a corresponding member of all Incorporated Ministries within the jurisdiction of the Conference;
- Ensure compliance of Incorporated Ministries with United Church of Canada policies and procedures.

• **Providing resources in the Presbyteries to promote the work in the following areas – program, property, personnel and public witness, with further support from the staff in the central Conference office.**

- Ensure that the Conference and Presbytery offices are managed in an efficient and safe manner.
- Provide supervision, support and counsel to all Conference staff; be a model of effective working habits.
- Ensure that all staff have manageable position descriptions, and consult with Presbyteries as necessary to achieve this goal.

Qualifications/Competencies/Education/Experience:

The requirements listed below are representative of the knowledge, skill and ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Strong commitment to the church of Jesus Christ, with membership in The United Church of Canada.
- Knowledge of United Church doctrine, polity, policies and programmes, with ability to share this knowledge clearly within the conciliar system.
- Ability to communicate competently and effectively from an informed theological perspective;
- Ability to help the church community make informed decisions, and to articulate the denomination's position on a wide range of issues;
- Respect for, and an openness to work creatively with, the diversity within Toronto Conference;
- Competence and sensitivity in co-coordinating and supervising staff, and a commitment to working collegially with staff and volunteers;
- Understanding of, and ability to work within, the policy governance model implemented in Toronto Conference.
- Administrative and managerial skills;
- Computer literacy and good e-mail skills;
- Experience in fiscal management and an ability to read and understand financial statements;
- Knowledge about The Manual and the church's policies and procedures;
- Commitment to the role and mission of the Christian church in its local and global contexts;
- Proven leadership skills and a collegial, consultative leadership style;
- Awareness of organizational development concepts;
- Proven experience with conflict and change management.

Working Conditions:

- Normal Office Environment Warehouse Environment Home office
 Extensive Travel within Canada Extensive Travel outside Canada
 Some Travel within Canada Some Travel outside Canada
 Attendance at evening and weekend meetings

Normal office environment located in the Toronto Conference office in Downsview, ON. Travel to Presbytery offices and meetings is required on a regular basis.

SIGNATURE BLOCK:

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Immediate Supervisor/Manager	Date
_____	_____
Unit/Conference Leader (GCM/CES/EM/EO)	Date
_____	_____
Employee Relations	Date