

Regional Minister Duties: Breakdowns by Focus Area

Administration

- Communication
 - Answer and compose direct phone, email, text, and Facebook messages and respond to requests for help from local congregations, clergy, wider-church/ecumenical/interfaith partners (*significant part of daily work*)
 - Serve as public information officer for our Region
 - Submit information to Office Manager to update the Regional Directory
 - Meet with clergy and lay leaders as requested
 - Create and send periodic updates and announcements
 - GKC Facebook and Twitter posts
 - Articles in the E-Connect
 - Capture and edit still photos and video for periodic video productions for use on Facebook, Regional website and Disciples News Service
 - Oversee and assist with updating, restructuring, and editing, for our Regional Website
 - CRISIS/EMERGENCY COMMUNICATION:
 - Research and post information for congregations
 - Obtain information from official sources
 - KC COAD – coordinating voluntary agencies and government responses
 - Report to the Week of Compassion about damage done to homes, church campuses reported in our Region
 - Resources for pastors
 - Assist with Emergency Ministerial Relief grant applications from:
 - Regional Clergy Relief Fund
 - Pension Fund
 - Resources for congregational ministry
 - FEMA
 - SEMA
 - Resources for outreach/mission
 - Set up and participate in Zoom conferences with clergy and other congregational leaders as needed
- Documentation
 - Since 11/2015 receiving, composing, formatting, managing and filing over 451 gb of data in 70,400 files and subfiles, 116 gb of video and 171 gb of photos
 - Backing up files on 8 TB external hard drive
 - Overseeing documentation storage by Regional staff
- Technical Support
 - Purchase, maintain, transport, set up technology for hybrid meetings

- Purchase and learn proper use of software required
- Purchase and maintain adequate virus and malware protection
- Supervision
 - Oversee and support the work of members of our Regional Office and Pastoral staff
 - Assist in developing continuing education plans for staff development
 - Conduct meetings as needed with individual staff
 - Conduct annual evaluations for staff
 - Participate in monthly meetings of the Personnel Committee

Ministry

- Pastoral
 - Serve as peer companion to pastors
 - Intervene in pastoral crises as needed
 - Assist with allocations from the Emergency Assistance Fund for clergy with standing (Pension Fund)
 - Oversee distributions from Clergy Emergency Assistance Fund for clergy (GKC Region)
 - Preside at installations, ordinations, commissioning services
 - Assist (as invited) with clergy funerals, weddings, and congregational anniversaries
 - Preach whenever invited (about 25 times a year on average)
 - Write clergy references (up to 40 per year on average) – some for search and call, some for chaplain certification, some for scholarships, grant applications, seminary applications and/or doctorate projects
 - Serve as field education supervisor/doctoral studies advisory team
- Search and Call
 - Facilitate Key Leader and Search and Call Team Orientations
 - Four, on-site visit process
 - Leader and Search Team orientations
 - Ministry Blueprint orientation, guidance, and written report
 - Create and run the World Café process and provide a written report
 - Work with Search Team to prepare a realistic Congregational Profile
 - Assist with posting and circulating Congregational Profiles
 - within our Region
 - on the Disciples Home Missions open positions site
 - Assist congregations during Search and Call process
 - Update and use the Search and Call database
 - Contact prospective candidates and provide copies of congregational profiles and MissionInsite demographic reports
 - Send candidate profiles and background check information to congregational Search Teams
- Ordination Committee
 - Participate in schedule and special meetings and interviews with ordination candidates
 - Read and prepare questions from candidate materials
 - Conduct initial 1-1 interviews with all candidates for standing

- Assist with review and updating of standards and required continuing education in accordance with recommendations from the General Commission on the Order of the Ministry and Theological Foundations and Policies and Criteria for the Ordering of Ministry for the Christian Church Disciples of Christ
 - Oversee the digitizing of applications for renewal of standing and glean and publishing information about continuing education trends and opportunities
- Commissioned Ministers Committee
 - Conduct initial 1-1 interviews with potential candidates
 - Read and prepare questions from candidate materials
 - Participate in monthly meetings and interviews with candidates
 - See to it GKC process to more compatible with that called for in Theological Foundations and Policies and Criteria for the Ordering of Ministry for the Christian Church (Disciples of Christ)
 - Develop AV and Social Media resources for Commissioned Ministers
- Clergy Support Team
 - Participate in monthly DMA meetings – suspended during “stay-at-home” orders
- Standing Committee
 - Work with Office Manager and Chair (Rev. Mark Harmon) to review requests for standing for new ministers
 - Assist in the standing renewal process and follow up for 63 clergy with suspended or lapsed standing and for 119 clergy with renewed standing
- Christian Ministry Scholarship Fund
 - Assist clergy applying for scholarships for seminary or the Certificate in Pastoral Ministry Program at Phillips Theological Seminary
 - Coordinate with the two remaining members of the CMS Committee
- Hispanic Ministry
 - Attend key meetings of the Obra Hispana Convencion Central in GKC
 - Work closely with Pastor Rodolfo Acosta in planning the Asamblea 2024 in KC
 - Coordinate with Pension Fund for Ministerial Relief requests
 - Consult with Pastor Acosta regarding use of the Convencion portion of the Regional budget
 - Assist with travel arrangements for Convencion member participation the Obra Pastoral Commission
- Stewardship
 - Oversee (with help from Disciples Treasury Services and our Budget and Finance Committee) formation of our Regional budget
 - Participate in monthly Budget and Finance meetings and review by Disciples Treasury Services
 - Assist in research about use of our Region’s restricted and permanent funds
 - Develop campaign and marketing materials for Christmas Special Offering
- Mission Insite Demographic Service
 - Provide training for congregations wanting to use the service
 - Provide Quick Insite and other MissionInsite reports to accompany congregational profiles in search and call process

- Provide updates to congregations about developments in Mission Insite
- Executive Committee
 - Meet monthly with Executive Committee (1st Mondays)
 - Assist the Moderator with requests for EC meetings
 - Assist with developing Regional Board Agendas
- Ministry Innovation
 - Will participate in meetings while a search is conducted for a new staff person
 - Provide information to congregations visited about Ministry Innovation and Transformation grants
 - Share information about the church planter grants and resources from the New Church Ministry
 - Encourage and assist clergy and lay leaders who are considering courageous experiments in ministry innovation and congregational transformation
- Anti-Racism/Pro-Reconciliation
 - Coordinate the Anti-racism continuing education opportunities for fulfilling clergy continuing education requirements for standing
 - Recruit and coordinate AR workshop facilitators
 - Structure, adapt and facilitate online and in-person workshop (with another facilitator)
 - Serve on the Reconciliation Ministry Commission to expand offerings
 - Meet monthly with the Becoming Beloved Community Team
 - Assist in coordination of initiatives
 - Assist with planned activities: video devotionals, announcements, invitations, and evaluations
- Tall Oaks
 - Participate in Tall Oaks Board meetings (not currently meeting)
 - Assist in recruiting groups to make use of the Conference Center
 - Participate in Gala planning
 - Process requests from UCCR for permission to proceed and arrange payment for repairs, replacements, and upgrades
 - Coordinate with the Executive Committee while the Tall Oaks Board is not meeting
 - Assist in evaluating and documenting deferred maintenance
- Disaster Response
 - Assist congregations to connect with relief and recovery efforts
 - Assist congregations willing to develop continuity of operations plans
 - Always scouting and recruiting for other Disciples to take on these important ministries
 - Participate in the Greater Kansas City Voluntary Organizations in Disaster quarterly meetings when they do not conflict with Regional meetings
 - Maintain network connections with Missouri SEMA, KC COAD
 - Member-at-Large, Board of Directors, Missouri Interfaith Disaster Response Organization

Covenant Relations

- Wider Church
 - President, College of Regional Ministers (CRM)
 - Represent the College on the Reconciliation Ministry
 - Create agenda and preside at monthly online meetings of the CRM
 - Create agenda and preside at bi-monthly meetings of the CRM Executive Committee
 - Assist in planning semi-annual CRM business meetings and annual retreat
 - Assist new Regional Ministers with policies and procedures of the CRM
 - General Commission on the Order of the Ministry – Clergy Support Committee chair
 - Oversee standing renewal and clergy support for 120+ clergy with GCOM standing
 - Participate in making and revising policy for the ordering of the ministry
 - Set agenda and host quarterly meetings of the Clergy Support Subcommittee
 - Schedule and revise standing renewal application process
 - Working with Phillips Theological Seminary, Regional Ministry Commissions and Regional Ministers in five contiguous Regions, Phillips Seminary to clarify roles for each in light of changes in religious life in the U.S.
 - Chair, Governance Committee of the Christian Church (Disciples of Christ) in the U.S. and Canada
 - Overseeing the preparation of a proposed General Assembly 2023 resolution changing significant pieces of language to the Design of the Christian Church (Disciples of Christ) in the United States and Canada
 - Leading an implementation plan meeting February 11-13, 2023 in Dallas, TX
 - Setting agenda, scheduling, and presiding at monthly online meetings of the committee since December 2019
- Ecumenical
 - Collaborate with United Church of Christ Missouri Mid-South and Kansas Conference Ministry staff and members to deepen working relationship and collaboration around Search and Call, Global Missions, and Boundaries and Anti-racism Training Opportunities
 - Attend Missouri Mid-South Conference Annual Gathering at least every-other year to bring greetings and collaboration updates on behalf of Disciples
 - Meet with and welcome new ministers of communions in the Churches Uniting in Christ (mainline Protestant)
- Interfaith
 - Member, planning team, Southwest Dialogue Institute Annual Dinner
 - President, KC For Refugees
 - Develop agenda and preside at monthly online meetings
 - Oversee compliance with federal and state regulations for 501.c.3. NPO's
 - Assist in strategic planning for sustainable support for refugees currently residing or anticipated in the KC metro