

**Position Available:
Conference Executive Secretary
Maritime Conference**

The Maritime Conference of the United Church of Canada is seeking an individual to fill the role of Conference Executive Secretary, on a permanent full-time basis, in the Conference Office located in Sackville, NB, effective January 1, 2011.

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, Maritime Conference and to those Presbyteries within its bounds to carry out the ministry pursuits of the Maritime Conference. The Executive Secretary provides general oversight of the Conference Office and supervision, support, and counsel to all Conference staff. In addition the Conference 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.

The Maritime Conference, as part of The United Church of Canada, is called to serve God's mission in Jesus Christ, with the presence of the Holy Spirit to work for justice (both locally and globally), right relations between peoples and creation, a just and equitable distribution of the abundance of the earth, faith formation and support for ministry personnel. In February 2005 the Maritime Conference Executive approved the following purpose for the ministries of the Conference program staff:

"Our purpose as Conference staff is to strengthen the ministry leadership within the Maritime Conference, Presbyteries, Pastoral Charges and Committees, to identify mission, and to engage in their calling."

The Maritime Conference includes New Brunswick, the southern shore of the Gaspé Peninsula, Nova Scotia, Prince Edward Island and Bermuda. The Maritime area is a predominantly resource based economy and remains primarily rural although recent demographic migration to urban areas has become a major influence. Significant regional differences exist within the area, and these socio-economic differences provide a challenge as Pastoral Charges and Presbyteries seek to understand the Gospel call to ministry in changing times. The Conference Office provides support to 268 pastoral charges.

In this context, the Executive Secretary must be passionately committed to providing leadership to the Maritime Conference in its visioning, directions, and its processes, as the Conference seeks to be faithful to God's mission while fulfilling the duties of the Executive Secretary as outlined in the Manual.

This is one of thirteen Conference 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 Maritime Conference through the Conference Executive and the Conference Staff Committee.

The Conference Executive Secretary is responsible for the oversight and coordination of the Conference Staff consisting of: Conference Program Minister for Personnel, Conference Program Minister Outreach, Stewardship and Mission Support, Conference Program Minister Christian Nurture & Enrichment, Support Staff of 3 full-time positions, Conference Archivist, Conference Avel Co-coordinator (8 positions). S/he will: arrange for regular meetings of staff to develop collegial working relationships; assure the provision of staff support to Task Groups, Committees, and Presbyteries/Synod of the Conference; supervise and be responsible for the Conference Staff assisted by the Conference Staff Committee for the performance and effectiveness of Conference Ministers, Support Staff and Adjunct Staff; and ensure the adequate administration of the Conference Office.

As the Executive Officer of Conference, the Conference Executive Secretary will be the Secretary of the Conference and to carry out the duties of the Secretary with such assistance as the Conference may decide. S/he will keep the record of proceedings of the Conference and its Executive bodies and conduct the necessary correspondence arising from such meetings. S/he assists the presiding officer with the maintenance of order in meetings of the Conference and the Executive; to serve as counsel on procedural matters and ensures that the official roll of members of the Conference, its constituent Presbyteries/Synod and Pastoral Charges, is maintained.

The Conference Executive Secretary is responsible for the Conference Staff budget and the Conference Office budget for presentation to the Conference Finance & Property Unit Committee and will work with the Executive and Planning Committee of the Conference in planning the annual meeting of Conference.

The Conference Executive Secretary will be a member of the Executive and Sub-Executive of Conference and a member ex-officio of all Conference committees. S/he will monitor and provide an overview of the work of the conference, with a view to coordinating and integrating the plans and programs of Conference, Conference Executive, and Conference Committees.

S/he will share with the President of Conference in the role of liaison between the Conference and Presbyteries/Synod, pastoral charges, and in ecumenical relations.

In consultation with the President of Conference, s/he will ensure that The United Church of Canada is adequately represented in its relationships with other Organizations and Governments and direct requests for official church representation to the President of Conference, or to the Chair of the appropriate Presbytery/Synod.

In Relation to General Council, the Conference Executive Secretary is a corresponding member of the General Council Executive. S/he will coordinate with the elected Conference representatives, interpreting the work of the whole United Church to the Maritime Conference, its Presbyteries/Synod and Committees. S/he will coordinate with the elected Conference representatives, in interpreting the work and decisions of the Conference to the General Council Executive, General Council and General Council Permanent Committees & Working Units.

The Conference Executive Secretary oversees coordination of the plans and itineraries of representatives of the Church who visit the Conference. S/he receives, and forwards where necessary, correspondence from the General Council Office to ensure the receiving and forwarding of correspondence to the Conference Executive, Committees, Presbyteries/Synod and Pastoral Charges.

The Conference Executive Secretary performs a public relations function of the United Church in cooperation with the appropriate General Council and Conference bodies. S/he may issue statements within the Conference interpreting the policy and actions of The United Church of Canada. (Public statements may be issued concerning the work of The United Church of Canada within the Maritime Conference in consultation with the President of Conference, and General Council policies may be interpreted in consultation with the Secretary of the General Council.)

Qualifications/Competencies/Education/Experience:

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

- A strong commitment to Jesus Christ and The United Church so that through the pastoral and administrative exercise of this office the work of the Church may be further enabled and strengthened;
- A holistic view of the Church by affirming ministries such as Social Justice, Pastoral Care, Worship, Evangelism, Education and Stewardship;
- Theological degree or its equivalent;
- A minimum of ten years professional or similar experience in The United Church of Canada;
- Familiarity with the Conciliar court system of The United Church and a knowledge of its doctrine, polity and bylaws;
- Ability to manage a wide range of administrative responsibilities and duties;
- Working knowledge of office computerization, and ability to make use of electronic communication;
- Ability to work effectively with staff and groups at all levels in Church life;
- Demonstrated experience in collegial administration and commitment to a coordinated team approach;
- Ability to take initiative and act as situations warrant;
- Ability to express ideas clearly, both verbally and in writing, in worship, in public and with media.

This position functions from the Maritime Conference office under normal office working conditions. Extensive travel may be required largely within the bounds of the Conference. Extended periods away from home to attend meetings related to work with the General Council occur at least four times a year. Attendance at evening and weekend meetings is also required on a regular basis.

This is a Category 10 position with a 2010 salary range of \$63,641.58 - \$84,855.79 (Order of Ministry rate) or \$72,078.00 - \$96,104.35 (Lay Equivalent rate).

Interested applicants are invited to submit their resume, quoting file #10-29-06 by 12:00 noon (EST) Friday May 14, 2010 to D. Collier, Human Resources email: apps6@united-church.ca