



UNITED METHODISTS

OF GREATER NEW JERSEY

Position: Associate Superintendent

Classification: Exempt

Band Description: Associate Superintendent

Supervisor: Regional Team Leader

GNJ employees through their work help fulfill our mission: recruit and develop transformational leaders to make disciples and grow vital congregations to transform the world.

GNJ values as an organization and in its employees

- *innovation and risk taking*
- *excellence in its ministry and service*
- *compassionate and just service*
- *diversity*
- *collaboration*

United Methodists in Greater New Jersey view all employees as leaders who are critical to the mission, capable of growth and valued.

Position Summary

The Associate Superintendent leads and inspires biblical and theological understanding of ministry and mission and grows leadership, vitality, and sustainability of congregations. The Associate Superintendent serves with a regional team to ensure Eastern Pennsylvania and Greater New Jersey is recruiting and equipping transformational leaders so that we make disciples and grow vital congregations for the transformation of the world.

Essential Functions

- In collaboration with laity and clergy and flowing out from EPA & GNJ strategic ministry plan and goals; plan, organize and implement with assigned congregations a congregational development plan in any one or more of the following areas – sustainability, vitality or one of the specific markers of vitality, community engagement, ending the sin of racism, ending the sin of sexism, and organizing the congregation for effective ministry.
- Work alongside superintendents to increase shared ministry and billable giving so that the GNJ mission is adequately financed and accomplished.
- Work alongside superintendents to assess the gifts and skills of clergy, and the missional needs of the congregations and communities to collaboratively work with the cabinet so that appointments are made to grow congregational vitality and community connection and missional engagement.
- Champion one or more areas of sustainability, vitality, or markers of vitality, ending the sin of racism and sexism and community engagement and other projects, initiatives and priorities as assigned by the regional team leader. A champion reviews and evaluates resources in their champion area, identifies new resources to be developed, prepares leaders to guide in this resource, track progress, and briefs the extended leadership team.
- Assist congregations as assigned by the regional team leader in the development and implementation of Journey of Hope plans so that congregations are working toward ending the sin of racism.

- Assist congregations as assigned by the regional team leader with the development and facilitation of Leadership Academy workshops and application groups so that EPA & GNJ clergy and congregational leaders will develop their leadership and grow vital congregations.
- Assist in the development of new resources as assigned by the regional team leader.

Organization Responsibilities

- Participate in regional team meetings for planning, reporting on progress and results, receive updates on new or modified resources, and strategizing about how to grow leadership, sustainability, vitality and end the sin of racism and sexism.
- Participate in ongoing EPA & GNJ trainings to grow skills in consultation, coaching, group facilitation and planning.
- Participate in extended leadership team meetings to understand the full scope of the priorities, work, and goals of EPA & GNJ. Meeting once a month.
- Lead and facilitate leadership formation through ENGAGE & coaching. Associate Superintendents should coach 7-10 clergy a quarter.
- Write a NewSpirit article and Digest resource promotion at least once a quarter.
- Provide staff support to GNJ agencies as assigned.
- Serve as a participant or as a project leader for projects as assigned.
- Assist in GNJ meetings and events as assigned.

Focus and Priorities of an Associate Superintendent

(Each regional Associate Superintendent will be assigned a group of churches by the regional team leader.)

- Champion for the assigned area (sustainability, vitality or one of the specific markers of vitality, community engagement, ending the sin of racism, ending the sin of sexism, and organizing the congregation for effective ministry) determined by the regional team leader.
- With assigned churches, coach the clergy person and other leaders as may be identified by the pastor or congregation.
- Lead/facilitate planning sessions with the assigned congregations.
- Follow up with each congregation who has completed plans 1-2 times a month for 18 months with consultation, problem solving, plan evaluations, and plan modifications.
- Work with and/or lead a resource planning team as assigned by the regional team leader to participate in the development of Leadership Academy classes and resources. An Associate Superintendent may participate in 2-4 planning teams a year.

Core Competencies

- Committed to continuously grow in intercultural competence
- Build and maintain relationships that are rooted in honesty, integrity, and honor confidentiality
- Work cooperatively with others to produce innovative solutions
- Communicate clearly and accurately, in writing and orally, with unifying messages that motivates people to action
- Attend to details and deadlines
- Strategic thinking and ability to effectively move thinking to plans, plans to action and action to results
- Coach with clergy and lay leadership to achieve five core GNJ goals
- Plan, consult, problem solve and equip congregations to achieve five core GNJ goals
- Develop leadership in others

Qualification

- Successful leadership in a local United Methodist Church and GNJ elected leadership position
- Five or more years of an effective track record in mission, mercy and justice ministry planning and organizing
- Successfully coordinated large projects, developed and managed a budget
- Knowledge of and skill in leadership development, evaluation, organization, and human resources
- Working with a variety of cultures

Education

- Master of Divinity Degree or equivalent experience
- Professional/ Ministry Coaching training preferred

Travel

The position requires occasional evening and regular weekend responsibilities, extensive travel within Greater New Jersey, and some travel outside the region.

Employee Name:

Employee Signature: _____

Date: _____

Supervisor Name:

Supervisor Signature: _____

Date: _____