

**ILLINOIS SOUTH CONFERENCE
MINISTRY TEAMS AND COMMITTEES
JOB DESCRIPTIONS
2017**

THE CONFERENCE COUNCIL is composed of:
The Executive Committee (4), Region Conveners (9), and Chairpersons of each ministry team (8), serve on the Conference Council.

EXECUTIVE COMMITTEE – *Term = 2 years, with 2 terms as maximum in the position.*

The officers of the Conference Council (Moderator, Vice-Moderator, Secretary and Treasurer) comprise the Executive Committee. They manage Council policy and planning; act for the Council ad interim and are accountable to the Council; deal with sensitive issues and report findings to the Council if further action is indicated; and plan the agendas of Council meetings, the Annual Meeting, and special Conference Meetings.

Time commitment: Day meetings/conference calls in the alternate months of Council meetings and as needed. Attendance at the bimonthly Council meetings.

REGION CONVENERS

Each convenue serves as the regional representative on the Conference Council and presides at their regional gatherings. Conveners are responsible for encouraging the churches and members of their region to engage in God's mission and helping their region identify persons to serve on Conference Teams and Committees. Regional meetings shall be held on a regular basis, at least once each year. Conveners are ex officio members of the Conference Council with voice but no vote. They are welcome to attend the Conference Council meetings and the Conference Annual Meeting. Please refer to page 7, Article IV, Section 2 of the Conference Bylaws.

MINISTRY TEAMS

CHURCH AND MINISTRY TEAM – *Term = 3 years, with 2 terms as maximum.*

AUTHORIZATION COMMITTEE: Primary responsibilities include all matters relating to the standing and oversight of Commissioned, Licensed and Ordained ministers. This includes development, nurture, maintenance and oversight of the covenantal relationship between authorized ministers of the Illinois South Conference and the United Church of Christ. Qualities of discernment and listening desired for team members.

Time commitment: Currently meets on the 1st Thursday of month from 1 pm – 4 pm, but open to changing the dates to meet the scheduling needs of Committee members. Also requires a few evening and Sunday individual assignments.

CHURCH COMMITTEE: Primary responsibility is the standing and welfare of the congregations of the Illinois South Conference as a covenantal relationship between local congregations and the United Church of Christ. Examples of the ministry include: Search & Call; discernment education, church renewal & maintenance; conflict mediation. Qualities of commitment to, and awareness of, the covenantal nature of the UCC desired.

Time Commitment: Currently meets on the 1st

Thursday of month from 9 am – 12 pm, but open to changing the dates to meet the scheduling needs of Committee members. Also requires a few evening and Sunday individual assignments.

PREPARATION COMMITTEE: Responsibility is to address all matters relating to the preparation for, and authorization of, Licensed, Ordained and Commissioned ministers, and persons ordained in another denomination seeking to enter ministry in the United Church of Christ by way of Privilege of Call or Dual Standing. Knowledge of UCC polity (or willingness to learn) and ability to deal with large amounts of information and documentation are desired.

Time Commitment: Monthly weekday meetings, currently 1st Tuesday of the month, in the Conference Office, 10 am – 2 pm.

Also requires a few individual Sunday assignments.

The following 7 Teams are all 2 year terms, with 2 terms as maximum

CHURCH DEVELOPMENT TEAM

Team identifies and promotes opportunities for starting new ministry initiatives, the renewal of congregations with significant new opportunities for growth and mission, relocation of congregations whose context for mission has changed, and welcoming established congregations that seek to join the United Church of Christ. The team also has responsibility for resourcing local churches in the area of evangelism. Persons who are passionate about building vital, enthusiastic and faithful congregations are encouraged to become a part of this Team.

Time commitment: Currently second Saturday morning; location to be announced. The Chair will be a member of Conference Council and expected to attend those meetings every other month.

CONFERENCE GATHERINGS TEAM

Team plans the Conference Annual Meeting and Day of Discipleship. Team may also be called into service to plan other events when the Conference gathers as a Conference. Members need to contribute ideas and assume responsibility for planning the events as well as attend and assist at the actual events. Team members are expected to attend the Conference Annual Meeting.

Time commitment: Monthly daytime meetings, location determined by Team.

The Chair will be a member of Conference Council and expected to attend those meetings every other month.

FINANCE MINISTRY TEAM

Team is responsible for budget, investment, financial development, interface with health and human service ministries and CUE—Chicago, United, Eden Seminaries. Team members with interest in above areas and financial background are desired.

Time commitment: Monthly night meetings (currently 3rd Thursday at Conference Office). The Chair will be a member of Conference Council and expected to attend those meetings every other month.

JUSTICE AND WITNESS TEAM

This team encourages churches to consider issues of social justice and public policy. News articles, displays, and workshop sessions are examples of the work of the team. Interest and opinions on social justice issues and willingness to act on them desired.

Time commitment: Currently Saturday morning meetings, date and location to be announced. The Chair will be a member of Conference Council and expected to attend those meetings every other month.

LOCAL CHURCH EMPOWERMENT TEAM

Work on this team will be divided into sub-groups: 1) Youth Ministry, 2) Christian Education (Spiritual Formation), 3) Worship and 4) Stewardship. Each sub-group may co-opt additional members. Team members should accept specific tasks and follow through.

Time commitment: Typically monthly meetings (currently Thursday evenings at place of committee's choice). Sub-group meetings as needed. The Chair will be a member of Conference Council and expected to attend those meetings every other month.

MISSION AND ECUMENISM TEAM

Team relates with and serves as liaison to Ecuador Partnership Committee, Puentes de Esperanza, and Hunger Food Action Committee. Works with local churches in the Conference to interpret and share the work of Conference mission partners, global mission partners, and ecumenical partnerships of the Conference. Interest in world and local mission, and ecumenical partnership building desired.

Time commitment: Monthly meetings, scheduled for both evenings and daytime. The Chair will be a member of Conference Council and expected to attend those meetings every other month.

OUTDOOR MINISTRIES TEAM

Work with the Director of Outdoor Ministries to pursue and achieve the mission of DuBois Center and Outdoor Ministries in the Conference; evaluate, promote and give direction to programs and operations. The OMT is organized into committees with specific tasks: Program, Marketing, Finance, Friend/Fund Raising, Fall Festival, and Equestrian. Team members with interest and experience in these areas desired. **Expectations:** Participate in the majority of OMT meetings/retreats; serve on at least one OMT committee by being an active participant /attender; be involved in all significant fund-raising events including leading one area of Fall Festival; spend time on site by participating in at least one DuBois Center program (Retreat, Sunday Dinner, Work Day, Summer Camp session or registration, Week-end Host, etc.).

Time commitment: Meetings every other month (2nd Monday, usually at DuBois Center). Committee meetings every other month or as needed, and participation in special events. The Chair will be a member of Conference Council and expected to attend those meetings every other month.

COMMITTEES OF THE COUNCIL

The following 3 Committees are 2-year terms, with 2 terms maximum.

RECRUITMENT COMMITTEE

Committee networks with regions, pastors and local churches to identify the gifts and interests of members in the Conference, and to present a nomination list and ballot of persons to serve on the various teams/committees of the Conference. It is helpful, but not necessary, to be acquainted with persons from other UCC churches in the Conference.

Time commitment: 6 daytime meetings between February and July, dates determined by members.

PROPERTY COMMITTEE

Committee oversees the maintenance of the Highland office and DuBois Center properties and any other properties the Conference might acquire as deemed appropriate by the Conference staff. It works closely with the Outdoor Ministry Team to assess and maintain the DuBois Center property. Currently, the committee is prioritizing maintenance needs and a schedule of completion. Members of this committee are sometimes recruited to make simple repairs and maintenance and/or assist with DuBois Center homes' decors.

Time commitment: The committee meets at the Highland office, DuBois Center and/or designated sites. Additional meetings can be called as necessary to prioritize, plan, and/or accomplish repairs and improvements.

PERSONNEL COMMITTEE

Committee oversees personnel and personnel policies of the Conference staff. Responsible for job descriptions and job performance reviews, and consults with the Conference Minister and Director of Outdoor Ministries on the calling, hiring, or dismissal of staff. Team members with administrative or human resources background helpful.

Time commitment: Day meetings as needed.

More detailed information may be acquired from the Conference staff in Highland and DuBois.