

ILLINOIS SOUTH CONFERENCE
MINISTRY TEAMS AND COMMITTEES JOB DESCRIPTIONS
2017

Pending approval of Conference Restructuring plan at the October, 2017 Annual Meeting, **THE CONFERENCE COUNCIL** will be composed of the Executive Committee (4) and At Large Members (5).

MINISTRY TEAMS

These five Teams have 2-year terms, with 2 terms as maximum. Team chairs are ex officio members of the Conference Council holding voice without vote.

EXECUTIVE COMMITTEE – 4 Members

Term = 2 years, with 2 terms 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; they 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: Attendance at the bimonthly Council meetings and bimonthly Executive Committee meetings. Other meetings/conference calls as needed.

AT LARGE MEMBERS OF CONFERENCE COUNCIL – 5 Members

Term = 2 years, with 2 terms as maximum in the position.

Primary responsibilities will center on addressing business that comes before the Council, including annual budgets, personnel issues, property decisions, and long term planning and visioning for the Conference. At Large Members of the Conference Council may come from any region in the Conference. **Time commitment:** Attendance at bi-monthly Council meetings, and as needed.

REGION CONVENERS – 9 Members

Term = 2 years, with 2 terms as maximum in the position.

Each convener in the nine regions of the Conference 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 holding voice without vote.

Time Commitment: at a minimum, conveners preside at regular gatherings of clergy/lay people in each region. Please refer to page 7, Article IV, Section 2 of the Conference Bylaws.

CONFERENCE GATHERINGS TEAM – 8 Members

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.

FINANCE MINISTRY TEAM – 6 Members

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).

JUSTICE AND MISSION TEAM – 10 Members

New in 2017, pending approval of the Conference Restructuring plan. This team looks outward to the region and beyond by standing with the disenfranchised and supporting mission efforts. They encourage churches to consider issues of social justice and public policy. They serve as liaison to the Ecuador Partnership Committee, Puentes de Esperanza, and the Hunger Food Action Committee. The Team works with local churches in the Conference to share the work of Conference mission partners, global mission partners, and ecumenical partnerships of the Conference. Strong interest in actively engaging world and local mission with social justice issues desired.

Time commitment: Monthly meetings, with the possibility of sub-group meetings as needed.

LOCAL CHURCH MINISTRIES TEAM – 10 Members

New in 2017, pending approval of the Conference Restructuring plan. The team is comprised of people focused on church empowerment and development. They work with and support churches in our Conference, helping them grow and renew. The work of this team includes: youth ministry, Christian education (spiritual formation), worship resources, and stewardship. Members of the team will also promote new ministry initiatives and congregational renewal. This Team works inside our Conference to strengthen our Congregations.

Time Commitment: Monthly meetings, with the possibility of sub-group meetings as needed.

OUTDOOR MINISTRIES TEAM – 10 Members

This Team works with the Director of Outdoor Ministries to pursue and achieve the mission of DuBois Center and Outdoor Ministries in the Conference. It evaluates, promotes and gives 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. Team members are expected to Participate in the majority of OMT meetings/retreats; serve on at least one OMT committee by being an active participant/attendee; be involved in all significant fund-raising events including leading one area of Fall Festival; and 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 following Team has a 3-year term, with 2 terms as maximum. Team chair is an ex officio member of the Conference Council holding voice without vote.

CHURCH AND MINISTRY TEAM – 12 Members

In 2017, this team returns to being one team, pending approval of the Conference Restructuring plan. The Church and Ministry Team has responsibility for matters concerning ministerial preparation and authorization, as well as maintaining the covenantal relationships between the Conference and our Churches. This will include all matters relating to :

- the preparation for, and authorization of, Commissioned, Licensed, and Ordained ministers, and persons ordained in another denomination seeking Privilege of Call or Dual Standing.
- 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.
- Care for the standing and welfare of our covenantal congregations of the Illinois South Conference through: the Search & Call process; discernment education, church renewal & maintenance; and conflict mediation.

Knowledge of UCC polity and the ability to deal with large amounts of information and documentation are desired. Qualities of discernment and listening desired for all facets of the work this team does.

Time commitment: To be determined, but will include regular monthly meetings, and the possibility of some weekend assignments.

COMMITTEES OF THE COUNCIL

These three Committees are 2-year terms, with 2 terms maximum.

RECRUITMENT COMMITTEE – 6 Members

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 – 6 Members

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 – 6 Members

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.