



# Upper New York Conference

## The United Methodist Church

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**Position Title:** Assistant to the Bishop

**Classification:** Full-Time Exempt

**Supervisor:** Resident Bishop

### **Purpose**

The Assistant to the Bishop serves as the Chief of Staff for the Upper New York Area of the United Methodist Church (UNY). The Assistant to the Bishop facilitates the work of the resident bishop, superintendency, episcopal office, executive staff, administrative conference teams, and leaders in support of UNY's mission of making disciples of Jesus Christ for transforming the transformation of the world.

### **Key Functions**

#### Chief of Staff

- Lead, organize, and evaluate UNY's strategic ministry plan and staff goals so that UNY accomplishes its mission, primary task, and missional goals.
- Lead the superintendency, episcopal office, executive staff, extended cabinet, and administrative conference teams and leaders so that UNY's ministry is integrated and well-coordinated
- Lead staff in setting goals, objectives, and calendars so that the life of UNY is aligned and well managed
- Lead the organization and development of the annual conference sessions so that they accomplish their intended purpose and objectives, and the annual conference sessions are inspirational and educational
- In collaboration with the treasurer, organize and resource the UNY administrative agencies so that meetings are scheduled to facilitate clarity, alignment, communication, coordination, and collaboration and administrative agencies support moving forward the vision, mission, and goals of UNY.
- In collaboration with the Director of Missional Excellence and the Treasurer's office, assess and analyze ministry statistics to identify and project ministry trends so that strategies are developed to address issues and grow UNY

#### Episcopal Office

- Lead, organize, oversee, and evaluate processes and procedures to guide the work of the superintendency, episcopal office, appointive cabinet, and the superintendency support team so that all activities are aligned and streamlined and enhance the teams' work.
- Lead and oversee the staff and operations of the Episcopal Office so that all activities are completed effectively, with excellence, and on time.
- Oversee, consult, and guide projects/decisions as assigned by the resident bishop so that special projects and initiatives are carried out with excellence and on time.
- Manage lawsuits, judicial council decisions, complaint processes, and congregational conflict resolution on behalf of the bishop so that there is clarity about the processes, details are followed up on, issues are resolved, and information is documented and reported accurately and on time.
- Serve as the liaison between the resident bishop and all internal/external constituencies.
- Resource the Episcopacy and Episcopal Residence Committees so that they can fulfill their responsibilities effectively.
- In collaboration with the episcopal manager, assist the resident bishop in preparing for meetings, events, and other activities so that the resident bishop is always well-resourced.

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Last Revised: February 2023

- In collaboration with the director of communications, organize and implement the communication needs of the episcopal office, including but not limited to public relations and responses to sexual misconduct and complaints, so that there is appropriate transparency of matters impacting UNY.

#### **Other Organizational Responsibilities**

- Serve as a member of the Executive Staff Team, Appointive Cabinet, Extended Cabinet, Conference Committee on Sessions, Conference Leadership Team, and other committees/task forces as requested by the resident bishop.
- Represent the bishop on committees, boards, commissions, and community events as assigned by the resident bishop.
- Develop a working relationship with other Episcopal offices by participating in the national assistants to the bishop network.
- Perform other duties and responsibilities as assigned by the resident bishop.

#### **Core Competencies**

- Christ-centered and Christ-like
- Committed to continuously growing in intercultural competence.
- Build and maintain relationships rooted in honesty, integrity, and honor confidentiality.
- Work collaboratively to produce innovative solutions.
- Communicate clearly and accurately, in writing and orally, with unifying messages that motivate action.
- Inspire and influence people to achieve challenging goals and positive results.
- Manage the performance of team members, setting clear and measurable goals.
- Understand complex systems and organizations and lead people through change, disruption, and difference.
- Attend to details and deadlines.
- Willingness and ability to support the vision, mission, and core values of the United Methodist Church and the Upper New York Annual Conference
- Extensive knowledge of the structure and polity of The United Methodist Church

#### **Qualifications**

##### Experience and Background:

- Ordained Elder in the United Methodist church with at least 15 years of ministry experience.
- Management experience in supervising a diverse staff team.
- Experience in leading and managing change.
- Experience in facilitating conflict transformation processes.
- Experience in leading and managing complex projects.
- Excellent verbal and written communication skills
- Moderate/advanced knowledge of MS Office 365 Suite

**Travel:** The position requires evening and weekend responsibilities, extensive travel within UNY, and some travel outside the region. The position works from the UNY Conference Center, Liverpool, NY.