Florida Disciples of Christ Regional Church  
Job Description for Regional Minister

Overview:
The Regional Minister of the Christian Church (Disciples of Christ) in Florida is a called servant-leader of the Disciples-affiliated congregations, missions and ministries in the Region of Florida. The Regional Minister is responsible for fostering healthy relationships with ministers (active and retired), chaplains, congregations, missions and other ministries in the region. This will be done by being present with them in times of joy and sorrow, in times of celebration and challenge, prayerfully providing wisdom and counsel as necessary. Understanding the covenantal relationship that exists between Regional Minister and regional partners, the Regional Minister knows that in Christ, “the whole body, joined and knit together by every ligament with which it is equipped, as each part is working properly, promotes the body’s growth in building itself up in love” (Ephesians 4:16, NRSV).

The Regional Minister is called to…
1) proclaim and teach the Christian faith to which scripture testifies.
2) make visible the unity of the church, and serve as the primary ecumenical representative.
3) offer pastoral care and oversight to the Regional Church in its collaborative mission and ministry.
4) represent and lead the Regional Church in its collaborative mission and ministry.
5) administer the Regional work of ministry, office and staff.
6) be accountable to the Christian Church (Disciples of Christ) in the U.S. and Canada.
7) give oversight to the continual discernment of God’s vision.
8) guide congregations seeking ministerial leadership and with pastors seeking to relocate in the Disciples Search and Call process.
9) hold fiduciary responsibility for the Regional Church’s finances.
10) sign official documents and serve as Resident Agent for the Florida Disciples Regional Church.

Qualifications
• Must have a Master of Divinity degree and be an ordained minister with standing in the Christian Church (Disciples of Christ)
• Shall have served at least five years in congregational ministry in the Christian Church (Disciples of Christ)

Accountability
• The Regional Minister will be subjected to an annual performance review by the Personnel Committee and/or the Leadership Council’s designee. The performance evaluation will be based on the areas of responsibility listed above.
• The Regional Minister will also have a Pastoral Relations Committee assigned to them. The role of the Pastoral Relations Committee is different from the Personnel Committee and will follow the established Guidelines for the Pastoral Relations Committee of the Christian Church (Disciples of Christ).

For other information concerning the Regional Minister’s Qualifications and Accountability, please consult the Design of the Florida Disciples Regional Church, and/or the Policies and Procedure Manual it mentions, and the attached Skills Listing.
Guidelines to Fulfill Responsibilities
of Job Description for Regional Minister

The Regional Minister is called to:

1) proclaim and teach the Christian faith to which scripture testifies.

   *The Regional Minister will preach and/or teach at ordinations, installations, celebrations, gatherings, assemblies, etc. At all times, and as applicable, the Regional Minister will use scripture and scriptural principles, to proclaim the Good News of Jesus Christ that is the basis of the Christian faith.*

2) make visible the unity of the church and serve as the primary ecumenical representative.

   *The Regional Minister will, at conferences, assemblies, meetings (face to face and digitally), through written or any other means of communication, display the strengths and blessings of our region. The Regional Minister will be the chief encourager of our ministry, leading the region with charisma, energy, vitality and excitement.*

   *The Regional Minister will seek out and participate in ecumenical, interfaith and other partnerships that further the goals and objectives of the Florida Disciples Regional Church.*

3) offer pastoral care and oversight to the Regional Church in its collaborative mission and ministry.

   *The Regional Minister will be present (face to face or digitally), as often as possible, with the ministers, congregations and ministries within the region, establishing and fostering healthy relationships based on Christ-like love.*

4) represent and lead the Regional Church in its collaborative mission and ministry.

   *The Regional Minister will work cooperatively with the Leadership Council, Regional Church Partners, the Administrative Team and all of the Ethnic Ministries, Districts, and other commissions/committees to establish a vision for the Regional Church and do what is necessary to carry out the Region’s mission.*

5) administer the Regional work of ministry, office and staff.

   *The Regional Minister will make regular reports of activities to the Leadership Council at each of their gatherings and at any other time deemed necessary.*

   *The Regional Minister will also contact the Moderator Team and staff monthly for a time of prayer and to address the needs, concerns, and target areas that need attention.*

   *As administrator of the Region, the Regional Minister will be routinely present in districts and congregations providing counsel, pastoral care and fostering relationships. This time, outside of the office and ‘in the field,’ will be significant due to the geographical size of the region.*
The Regional Minister, when mobile, will be responsible for keeping close contact with office and other staff, making daily contact for the purposes of checking messages, calendar coordination, scheduling meetings, etc.

The Regional Minister will be responsible for ensuring the smooth operation of the Regional Office. “Smooth” operations are those which, among other things, provide timely responses to inquiries, maintain good recordkeeping, and promote and positive feeling and tone around the Region.

6) be accountable to the Christian Church (Disciples of Christ) in the U.S. and Canada.

The Regional Minister shall be an active participant in all responsibilities normally associated with the Regional Office. This includes (but is not limited to) participating in the College of Regional Ministers, SERF, General Board gatherings, General Assemblies and any other meetings and gatherings as deemed necessary by the Office of General Minister and President.

7) give oversight to the continual discernment of God’s vision.

The Regional Minister is the chief visionary of the Regional Church. In this capacity the Regional Minister will be responsible for casting long-term, mid-range and short-term vision and goals for the region. Such visioning should be formulated in cooperation with the various councils and commissions/committees of the Region (see #4 above) and should be made public to the remainder of the church through regular emails, through the Region’s website, face to face meetings and gatherings, and all other means necessary.

8) guide congregations seeking ministerial leadership and with pastors seeking to relocate in the Disciples Search and Call process.

The Regional Minister will be attentive to all of those involved in the Search and Call process. Attentiveness is defined as returning phone calls, emails and/or text messages in a timely manner (no later than five business days, while attempting to respond sooner, with emergencies taking precedence) and ensuring that pastor Search and Call paperwork is placed in the hands of congregations that best suit the areas of interest and call.

The Regional Minister will make contact with and meet with congregational Search Committees to orient them to the Search and Call Process.

The Regional Minister will make introductory contact with pastors in the Search and Call process to preliminarily assess the individual’s gifts, skills and talents.

9) hold fiduciary responsibility for the Regional Church’s finances.

The Regional Minister, in cooperation with the Stewardship Commission, will provide oversight to the church’s finances. The Regional Minister will be mindful of the Region’s budget, spending limits, discretionary funds (if any), and how best to allocate funds.
10) sign official documents and serve as Resident Agent for the Florida Disciples Regional Church.

*The Regional Minister will, in close cooperation with the Moderator Team and the Leadership Council, represent the church in all business matters that require signatures and/or comment.*

These guidelines, along with the attached Skills Listing, will assist both the Regional Minister in carrying out the work of the Region and the Personnel Committee in its review and support of the Regional Minister.
Skills Listing to Assist in Fulfiling the Job Description of the Regional Minister

A. REQUIRED SKILLS AND EXPERIENCE (must have)

Demonstrates leadership experience through:
1. making decisions;
2. taking risks;
3. understanding people;
4. discerning;
5. communicating;
6. using creativity in problem solving;
7. practicing humility rather than pushing authority;
8. teaching;
9. adapting to changes;
10. fostering a team spirit, cooperation, and interdependence;
11. using administrative and organizational skills to macro-manage while seeing the micro-picture.

Demonstrates loyalty to the Christian Church – Disciples of Christ through:
1. stressing the foundational teaching of Jesus, the Apostles, and the DOC Founders;
2. understanding the foundation and polity of the Disciples of Christ;
3. challenging congregations to increase financial support for the Disciples Mission Fund (DMF) so that the whole church prospers.

Demonstrates pastoral care through:
1. presenting a non-anxious, strong presence;
2. presenting a heart for ministry (a shepherd of the shepherds);
3. providing security and support in times of chaos or unfamiliarity;
4. showing passion for Christ and a total commitment to the work of God.

Demonstrates effective work with the Leadership Council, Admin Team, and Stewardship through:
1. understanding of budget and planning within the congregations and region;
2. administering oversight for frugal and effective finances;
3. advocating for clergy and congregational staff needs;
4. providing a clear sense of strategic direction for growth.

Demonstrates an understanding of racial and cultural diversity through:
1. speaking out against racism, prejudice, injustices, and marginalization of anyone;
2. actively supporting the Anti-Racism/Racial Reconciliation ministry within the region;
3. teaching appreciation for cultural diversity.

Demonstrates an understanding of Regional Ministry through:
1. motivating and inspiring broad-based participation in Regional and District Ministry;
2. working with the regional staff and Retreat Director;
3. establishing the importance of ministry programming for children/youth/young adult groups, including outdoor/camp plans, etc.;
4. understanding of the importance of being an encourager to the Regional Church and its congregations;
5. investing in the continuous spiritual and physical formation of all of the Region’s stakeholders;
6. providing effective communications between the Region, the General Church, and the local congregations.

**Demonstrates experience in conflict management through:**
1. using a moderating influence;
2. maintaining patience;
3. facilitating conversations across the progressive/traditional chasm;
4. modeling healthy discourse and listening for understanding/unity.

**Demonstrates the following personal skills:**
1. presents a strong Christian theological background to undergird their work and ministry;
2. exhibits a humble rather than authoritative personality;
3. exhibits a sense of joy, as well as other fruits/gifts of the Spirit;
4. exhibits a lifestyle which encompasses The Code of Ethics;
5. models self-care and healthy boundaries as an example for the ministers in the Region;
6. engages in a strong life of prayer and Bible study;
7. exhibits a strongly energetic attitude towards the ministry.

**Demonstrates effective communication skills through:**
1. providing clarity in written and oratory work;
2. responding on a timely basis to calls, texts, messages, and emails;
3. exhibiting strong presentation skills in both ministry and leadership management;
4. representing the Region and its congregations in various media (including different social media platforms) and public forums.

**B. EXPECTED SKILLS AND EXPERIENCE (should have as additional differentiation)**

**Demonstrates experience within congregational ministry through:**
1. understanding the importance that church plays in the community, not just the congregation;
2. assisting congregations in their “Search and Call” of ministerial staff;
3. motivating the growth of the spiritual life of the local congregation;
4. motivating the growth of the membership of the local congregation;
5. motivating the growth of the ministry/mission of the local congregation;
6. encouraging congregations to think differently about structure, mission, and ministry;
7. connecting congregations with technology resources and encouraging its use;
8. assisting congregations in their return to active ministry after the COVID separations;
9. helping congregations work together to meet needs by sharing a full-time minister.
Demonstrates an openness to new generational and intergenerational patterns in the church as reflected by its community through:
1. thinking outside the traditional Regional Ministry box;
2. understanding the history and general cultural shifts in helping to navigate who the church is today;
3. providing vision to be able to quickly adapt to the changing paradigms of the next 5 to 10 years;
4. exhibiting an ability to make changes to meet new needs as dynamic changes occur in the Region;
5. understanding the generational shifts that are happening in congregations.

Demonstrates the ability to network and build partnerships through:
1. utilizing computer, internet, interactive web-based media, and other technical tools to reach a variety of people and congregations on a frequent basis;
2. engaging the individual ministers with helpful websites and podcasts to assist them in engaging more effectively with various aspects of their local and on-line ministry;
3. teaching an understanding of the importance that the church plays in the community – not just a building, not just Sunday.

C. AIDED SKILLS AND EXPERIENCES (might have as additional differentiation)

Demonstrates a commitment to ecumenism through:
1. interacting with the leading ministers of other “region-like” churches to promote Christian unity and shared goals;
2. promoting ecumenism at the local level.

Demonstrates an ability to converse in a second language (Spanish, French, French Creole)