

# Northern California Nevada Conference United Church of Christ Proposed Conference Staffing Model

## NCNC CONFERENCE COUNCIL

### Introduction

The Interim Period for the Northern California Nevada Conference (NCNC) of the United Church of Christ (UCC) is now in its 9th month. During this time we have had conversations across our Conference about the changing nature of Christian ministry and how that is impacting our communities. We are at the end of “Christendom” and at the birth of a new period in the Church’s history. This time of transition is felt throughout the Church, local congregations, Associations, Conferences and across our denomination. We are on a journey, from a place that we knew very well to an unknown destination. This is not a trip, we will not be coming “back” to where we started, this is a journey led by our Still Speaking God. Throughout this interim period our Conference has been in discernment and discussions and has conducted a Local Church Needs Assessment (LCNA) and gathered information about the needs of our local churches and their people so that we might organize ourselves in a way that best utilizes our resources.

This document is a further attempt to discern our next steps and continue the dialog among our community. The NCNC Council presents to you a proposal for staffing our Conference that will be implemented in 2012. This proposal significantly changes our current model and attempts to place the right resources in the right places to do the right tasks needed for ministry today and tomorrow. In this document we will present the following:

- 1) Proposed staffing changes
- 2) Proposed Timeline for the implementation of these changes,
- 3) Description of the process by which the NCNC community can provide their feedback to the NCNC Council.

### 1) Proposed Staffing Changes

The principles behind the suggested changes are:

- 1) Allow for conference staff to spend more time with local congregations and,
- 2) Create a “fund” that will allow us to bring in specific skill or content experts to assist us in dealing with the wide variety of needs we

experience as a community of churches.

**Current Staffing Model\* is seen below:**

|   |                   |
|---|-------------------|
| Conference Minister                       | 4/4 FTE           |
| ACM Stewardship, Finance, Church Dev      | 4/4 FTE           |
| ACM Pastoral Search, Leadership Dev       | 3/4 FTE           |
| ACM Authorization for Ministry            | 1/4 FTE           |
| ACM Covenant Support (2/4 for 2011 year)  | 1/4 FTE           |
| ACM Covenant Support                      | 1/4 FTE           |
| Program Coordinator youth/camp (40% time) | 2/4 FTE (approx.) |
| Office Manager                            | 4/4 FTE           |
| Support Staff                             | 4/4 FTE           |

**Total 6 ½ FTE**

\*(Described in Full Time Equivalent terms FTE)

**Proposed Staffing Model**

Below is the staffing model the NCNC Conference Council is recommending:

|                               |         |
|-------------------------------|---------|
| Conference Minister           | 4/4 FTE |
| Associate Conference Minister | 4/4 FTE |
| Associate Conference Minister | 4/4 FTE |
| Business Manager              | 1/4 FTE |
| Office Manager                | 4/4 FTE |
| Support Staff                 | 4/4 FTE |
| Camp Coordinator              | 1/4 FTE |

**Total 5 ½ FTE**

**Additional Information Regarding Proposed Staffing Model**

- This will allow significantly more time for staff to be “out” and “among” local churches.
- The Business Manager will oversee necessary bookkeeping, records and reports and will serve as the point person for receiving requests for assistance from local congregations. The NCNC will create a “Finance, Administration and Business Committee” that will have two primary purposes:

- o 30% time– oversee our Conference finances, review and make recommendations on issues referred by the Conference Council

and provide general fiscal oversight of the Conference's assets.

o 70% time– Function in smaller workgroups such as real estate, stewardship, business practices. From these smaller workgroups they will work to identify individuals throughout our Conference with skills that can provide support and consultation on various issues.

- Committee on Ministry (COM) responsibilities will be shared by the Conference Minister and one of the Associate Conference Ministers.
- Youth Ministry responsibilities will be included in the other Associate Conference Minister's duties.
- It is estimated that our Conference will have approximately \$50,000 to \$100,000 remaining (in the budget or reserves???) after these staffing changes occur. These funds will then be used by the NCNC to fund specific, time limited, task-specific activities where content/task experts can be utilized to improve and extend the UCC in our region.

o Examples:

(a) Courses, trainings, events on increasing worship attendance, starting youth ministries for small membership congregations, or developing lay leadership.

(b) A seminar on “greening” local churches.

(c) Retreat for assisting pastors and leaders develop spiritual direction skills for non-churched individuals.

(d) Creation of best practice documents on church-related issues like dealing with disruptive members, developing legacy vision for churches ending their ministry, building usage policies, etc.

## 2) Proposed Timeline

a) December 2011– Council meets and makes final decisions regarding proposal for staffing changes and distributes their recommendations to the staff and to our conference for their input.

b) January 2012– Conference Council decides on staffing changes based on input from the staff, Associations, ministers and churches, and distributes decision to the conference (see 3. Gathering Feedback and

Information).

c) January 2012– Conference Council appoints a designated personnel committee that will:

- 1) Assist with the transitions with current staff
- 2) Be responsible for creating job descriptions for the new ACM positions.
- 3) Be responsible (either by appointing a search committee(s) or serving as the search committee for the ACM positions)
- 4) Make recommendations to the council for final selection.
- 5) Be responsible for ensuring new ACM's have pastoral support committees as they begin their new work in NCNC.

d) February 2012– Job Descriptions completed and forwarded to Conference Council for review and approval.

e) March 2012– Positions posted and profiles begin being received.

f) April 2012– First rounds of interviewsf) May– Candidates selected

g) July– New ACMs begin their work.

h) Conference Minister Search Committee begins their work with the goal of having a candidate by the 2013 Annual Gathering.

### **3) Gathering Feedback and Information**

Gathering feedback and information from our Conference is a crucial step in this process. In order to better discern our way forward we would like to invite local churches, Associations, pastors, and individuals to share your thoughts and reflections. The NCNC Conference Council has established a special email address for this information. These emails will be gathered by NCNC Council and will be prayerfully incorporated into our discernment process.

The email address is: [NCNCCouncil@ncncucc.org](mailto:NCNCCouncil@ncncucc.org)

We will gather emails until the 18th of January.

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