

CHRISTIAN CHURCH IN OREGON AND SOUTHWEST IDAHO
REGIONAL MINISTER DUTIES AND RESPONSIBILITIES
POSITION DESCRIPTION
Last Updated: 03/03/2025
Approved by Executive Committee 3/17/25

Position Summary

The Regional Minister is someone who strives to bring wholeness in a fragmented world. Through embodying a deep faith in Jesus Christ, with a heart of compassion and grace. Living in deep accompaniment, joyful vulnerability, and sacred presence with diverse communities. Caring for, supports, empowers, equips, and inspires leaders. Leading with the ability to delegate, recognizing the gifts in each of us and discerning opportunities for others to serve in regional ministry. Serving driven by a fierce passion for connecting and uniting people with each other and in our faith, as Christ's beloved community. Celebrates and tells our stories of how gifts and resources are being lived out.

Key Responsibilities:

Congregational Support

- Train and resource local committees for Pastoral Search and Call
- Train and resource transition teams during pastoral changes
- Visitation and Guest Preaching, Installations, Anniversaries and Pastoral Farewells
- Problem Solving and Support
- Long range planning and governing documents reviews
- Coordinate with Office Administrator for submission of ALEX reports

Pastoral Care

- Individual support for ministers in times of crisis, transition and conflict
- Communicate pastoral concerns to regional church
- Consult with Regional Elders
- Support for Chaplains and Specialized Ministries gatherings
- Administers Pastors' Family Emergency Fund
- Participate regularly with 5 district monthly ministers cluster gatherings

Administration and Finance

- Staffing and guidance for Regional Board and Executive Committee
- Supervise, hire and evaluate regional staff
- Oversee financial operations and financial controls
- Staffing for Commission on Finance
- Facilitate annual audit
- Review invoices for approval
- Promote DMF, Annual Fund, Christmas offering, planned gifts, and Oregon Disciple Foundation
- Work with congregational and regional leadership to protect property titles with reverter documents
- Oversee updating of ministerial standing records and annual ministerial standing report to DHM

Communications

- Produce content for Regional Board updates, Regional News Updates, Pastoral Concerns, and other communication methods
- Confer with Office Administrator regarding website and other social media postings
- Confer with Office Administrator, ARPR Team and New Church team regarding Special Offerings
- Evaluate regional newsletter for readership and effectiveness

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Program Ministries

- Staff Commission on Ministry, advising ministry candidates and COM
- Confer with Leader Development Associate and Anti-Racism Pro-Reconciliation (ARPR) Chair regarding New Church and ARPR priorities.
- Liaison with ministry leaders in Idaho and Oregon (including Women's Ministries, Men's Ministries, Youth Ministries)
- Confer with Outdoor Ministries staff and committee
- Communicate with Week of Compassion regarding response to local disasters
- Work with 2nd Vice Moderator and committee to plan Regional Assembly
- Interpret the mission of Global Ministries and regional mission partner FEDICE

Representation on Partner Ministry Boards

- Represent regional church with College of Regional Ministers and General Board
- Serve on board for Interchurch Center
- Secretary/Treasurer for Oregon Disciple Foundation
- Report to Verne Catt McDowell Corporation on local ministry education scholarship candidates

Evaluation:

Meet with Personnel Committee as needed, and at least annually, for evaluation of current duties.