

## **JOB DESCRIPTION: ASSOCIATION MINISTER OF THE HEART OF TEXAS ASSOCIATION OF THE UNITED CHURCH OF CHRIST**

The primary role of the Association Minister (“AM”) of the Heart of Texas Association (“Association”) is to support local churches, clergy, and clergy families of the Heart of Texas Association; and to maintain and strengthen the covenant relationship between local churches, the Heart of Texas Association, and the South Central Conference (“Conference”) of the United Church of Christ (“UCC”). The AM works closely with the Conference Minister (“CM”) of the South Central Conference, the Association’s Executive Council, the Association’s Committee on Ministry (“COM”), and Authorized Ministers and lay leaders of local churches.

### **QUALIFICATIONS**

The AM-HoTA is an Authorized Minister with standing in the United Church of Christ.

### **RESPONSIBILITIES TO THE SOUTH CENTRAL CONFERENCE**

- The CM is responsible for the Conference’s ministry to local churches in terms of clergy search and call, emergencies, and other crises that may arise. The AM works with the CM to help facilitate the Conference’s ministry to the local churches on these matters in a manner determined by the CM.
- The AM-HoTA is to have a working relationship with the Conference Minister of the South Central Conference of the United Church of Christ through whatever manner is deemed appropriate.

### **RESPONSIBILITIES TO THE HEART OF TEXAS ASSOCIATION**

- The AM will assist the Association’s local churches, clergy, and clergy families on a wide range of issues, opportunities, and challenges regarding ministry. When necessary the AM will consult with the CM, the Association’s Executive Committee, and/or the Association’s COM to decide on a course of action.
- The AM will participate in all meetings of the Association, including the meetings of the Association’s Executive Council and the Association’s COM.
- The AM will worship with each local church within the Association at least once every two years.
- The AM will coordinate with the COM Chair to ensure the availability of UCC History and Polity classes for individuals interested in entering into a covenant with the Association.
- The AM will coordinate regular clergy gatherings for Association’s Authorized Ministers.
- The AM will maintain a close working relationship with the Association’s COM.
- The AM will communicate Association news to local churches at least quarterly.
- The AM will communicate Conference news to local churches as needed.
- The AM will follow the mission of the Association as stated in the Association’s Covenant and Bylaws and as defined by the Association’s Executive Committee..

Job responsibilities may be modified by agreement of the AM, the Association's Executive Committee, and the CM.

Changes in job responsibilities may be modified by agreement of the AM-HoTA, the Heart of Texas Association Executive Committee, and the South Central Conference Minister.

### **WORKING RELATIONSHIPS**

The AM-HoTA is responsible to the Heart of Texas Association Executive Committee on matters that fall under the Executive Committee's purview as outlined above. To facilitate the work between the Conference and the Association, the AM, CM, and the Moderator of the Association will communicate with one another frequently.

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