

Who Does What?

We have received questions regarding staff responsibilities since January and thought to give you some sense of who does what at the Conference. Frankly, we are all still learning this ourselves. As we move through the strategic planning process, more will be defined clearly. Here are the summaries from our job descriptions. We have also included our Strengths (per *Strengthsfinder*):

Virginia Arroyo, Administrative Assistant & Search & Call Coordinator

Strengths:

1. Includer – works to include people and make them feel part of the group.
2. Achiever – Must achieve something tangible every day.
3. Responsibility – Takes psychological ownership of everything commits to doing.
4. Learner – Loves the process of learning.
5. Harmony – Avoids conflict and friction by seeking areas of agreement.

Duties

- **Maintains the smooth functioning of the Conference office!!!**
- Acts as information center, providing general information, making referrals and responding to requests for resources.
- Open, read, sort and classify incoming mail. Routes or answers correspondence not requiring supervisor's attention.
- Schedules appointments and coordinates arrangements for meetings.
- Receives, interact with local, national and international guests, providing assistance as needed.
- Maintains database, Conference directories and mailing lists.
- Receives, distributes and processes the Yearbook Forms
- Organizes and maintains Conference files and records.
- Provide secretarial support for Conference Minister(s) and other staff as assigned.
- Maintains ministerial and church profile databases.
- Assists search committees in posting openings through the UCC system.
- Communicates with candidates about the status of the search processes.
- provides Conference Minister(s), Executive Associate Conference Minister, & assigned Associate Conference Ministers with summaries of new viable ministerial profiles.
- Distributes ministerial and church profiles as assigned.
- Maintains training packets for search committees.
- Communicates with Association Church & Ministry Committees.

Carlos Correa, Associate Conference Minister for Border & Latino Ministries

Strengths:

Awaiting results

Duties:

- Develop, implement and evaluate short-term and long-term program objectives and goals in consultation with the Centro Romero Ministry Council, and other key partners as appropriate.
- Design, conduct, and implement the immersion experiences, including follow-up with participants in a regular and timely fashion.
- Maintain a network of former participants to promote Center mission and encourage ongoing advocacy on justice issues related to the Center.
- Conceptualize and prepare material to interpret program objectives.
- Promote the program's positive public image by responding in writing and orally on a timely basis to inquiries for information, accepting speaking engagements, and serving as a resource.
- Work closely with consultants of Centro Romero and contribute to the effectiveness of this team by fostering a spirit of cooperation and accomplishing assigned tasks. Develop and maintain healthy relationships with the Southern California Nevada Conference Minister and staff, and members of the surrounding communities of San Ysidro/San Diego/Tijuana.
- Develop and maintain professional and courteous relationships with staff, directors, partners and other constituents; serve as a positive role model by exemplifying values which are consistent with the United Church of Christ.
- Develop new Latino Ministries and assist in the revitalization of existing congregations.
- Serve as Conference Liaison for the Latino Ministries Table and other Latino Ministries gatherings.

Thea Mateu, Acting Young Adults Ministry Coordinator

Strengths:

1. Strategic – Able to sort through clutter to determine best route.
2. Learner – Loves the process of learning.
3. Input – Inquisitive, collector of information, ideas or interests.
4. Communication – Able to put thoughts into words easily, can present well.
5. Connectedness – Aware of collective unconscious and that all we do is connected.

Duties:

- Provide staffing and leadership to a newly formed Young Adults Ministry Team, Annual Gathering Young Adults, and other special events that are planned.
- Oversee all aspects of young adult ministry programming and planning; including: budgeting, publicity, voluntary leadership recruitment, timeframes, evaluation procedures, and providing overall guidance for all Conference-sponsored young adult events.
- To promote Conference-wide young adult events and programming to all churches; through publicity and promotion at all levels of the Conference.

- To initiate and provide training opportunities at the Conference & Association levels for young adults and adult leaders working with young adults.
- Uphold and teach risk management policies and procedures for all leadership; including pre-screening of leaders and training in appropriate conduct and boundary setting for the protection and safety of children, youth and adults.
- Provide staff leadership to the Outdoors Ministry Committee.

Stella Perez, Accounting Clerk

Strengths:

1. Harmony - Avoids conflict and friction by seeking areas of agreement.
2. Intellection - Enjoys mental activity.
3. Context – Reflects on past to understand current situations.
4. Relator – Draws close to people.
5. Learner – Loves the process of learning.

Duties

- Processes accounts payable weekly (data entry, verification, reconciling, updating); files related reports, supporting documentation, check copies; matches check with related remittance advice. Is responsible for reconciling accounts payable.
- Processes receipt of contributions from churches, donations from individuals, rental income, event income and miscellaneous income. Generates donation receipts for individual donations, maintains filing for church remittance forms, copies of checks and deposit receipts and note receivables.
- Performs a variety of administrative duties for the Director of Finance, Administration & Communication. This would include but not be limited to assisting with development of reports, assisting with annual audit, performing as backup for payroll processing, communicating with churches and individuals related to request for information, and assisting with word processing related to Conference communications.

Libby Tigner, Associate Conference Minister for Church Relations

Strengths:

1. Relator – Draws close to people.
2. Maximizer – Strives for creating excellence. Improvement is not enough.
3. Responsibility – Takes psychological ownership of everything commits to doing.
4. Intellection – Enjoys mental activity.
5. Empathy – Senses emotions of others.

Duties:

- The Associate Conference Minister for Church Relations will assist the Conference Minister in the location and placement of authorized ministers within the congregations of the Conference.
- The Associate Conference Minister for Church Relations will promote the community life of the Conference by developing and coordinating opportunities for the members of the Conference to worship, fellowship and ministry together.

- The Associate Conference Minister for Church Relations will develop and implement strategies towards full participation and generous giving to Our Churches Wider Mission, Per Capita Dues and Annual Appeal.

Neal Washburn, Youth Ministry Coordinator

Strengths:

1. Ideation – Fascinated with ideas. Always seeking connections.
2. Positivity – Generous with Praise, quick to smile, and always seeking the positive.
3. Connectedness – Aware of collective unconscious and that all we do is connected.
4. Strategic – Able to sort through clutter to determine best route.
5. Empathy – Senses emotions of others.

Duties:

- Provide staffing and leadership to Youth Roundtable, Junior High Jamboree, Feb Youth Camp, Annual Gathering Youth, CYMC, Youth Uniting in Mission, Renewing Youth Ministries, Youth Leadership Fair and other special events that are planned.
- Oversee all aspects of youth programming and planning; including: budgeting, publicity, voluntary leadership recruitment, timeframes, evaluation procedures, and providing overall guidance for all Conference-sponsored youth events.
- To promote Conference-wide youth events and programming to all churches; through publicity and promotion at all levels of the Conference.
- To initiate and provide training opportunities at the Conference & Association levels for youth, young adults and adult leaders working with youth.
- Uphold and teach risk management policies and procedures for all leadership; including pre-screening of leaders and training in appropriate conduct and boundary setting for the protection and safety of children, youth and adults.
- Provide staff leadership to the Outdoors Ministry Committee.

Keith Clark, Executive Associate Conference Minister

Strengths:

1. Achiever – Must achieve something tangible every day.
2. Strategic – Able to sort through clutter to determine best route.
3. Learner – Loves the process of learning.
4. Responsibility – Takes psychological ownership of everything commits to doing.
5. Deliberative – Senses risk. Careful. Vigilant.

Duties:

- Serves Jesus Christ and the Church by assisting the Conference Minister in facilitating the implementation of the Mission Statement of the Southern California Nevada Conference.
- Establishes agendas, set timetables and allocate Conference resources.
- Will provide structure through the development of policies and procedures that ensure mission performance.
- Monitors performance of staff and resources and recommend corrective action to the Conference Minister and Board of Directors as necessary.

- With the direction and oversight of the Conference Minister(s), directs, coordinates and supervises the staff, ministries, assets and budget of the Southern California Nevada Conference:
- Assists the Conference Minister(s) in the development and coordination of the human resources and ministries of the Conference.
- Assists the Conference Minister(s) in representing the Conference in other settings of the United Church of Christ, ecumenical and interfaith communities, and the wider society.

Felix Villauneva, Conference Minister

Strengths:

1. Positivity – Generous with Praise, quick to smile, and always seeking the positive.
2. Connectedness – Aware of collective unconscious and that all we do is connected.
3. Arranger – Enjoys managing variable, aligning and realigning for most productive configuration.
4. Relator – Draws close to people.
5. Achiever – Must achieve something tangible every day.

Duties:

- Serves Jesus Christ and the Church by facilitating the implementation of the Mission Statement of the Southern California Nevada Conference.
- Together with the Board of Directors, creates a vision, clarifies the big picture and sets strategies for the Conference.
- Communicates goals; seeks commitment; builds teams, focus groups, and coalitions to advance the mission objectives of the Conference.
- Inspires, energizes and empowers staff, Associations and local congregations.
- Develops and coordinates the human resources and ministries of the Conference.
- Oversees the staff, ministries, assets and budget of the Southern California Nevada Conference.
- Represents the Conference in other settings of the United Church of Christ, ecumenical and interfaith communities, and the wider society.

Leading with Themes:

Based on Strengthsfinder

Leading with Themes:

| Execution | Influencing | Relationship Building | Strategic Thinking |
|--|---|--|--|
| Achiever Felix, Virginia, Keith Responsibility Virginia, Libby, Keith | Maximizer Libby Communication Thea | Connectedness Felix, Neal, Dave, Thea Relator Felix, Stella, Libby | Intellection Stella, Dave, Libby Strategic Neal, Dave, Keith, Thea |
| Arranger Felix Deliberative Keith | | Harmony Virginia, Stella Empathy Neal, Libby Positivity Felix, Neal Includer Virginia | Learner Virginia, Stella, Keith, Thea Ideation Dave, Neal Input Dave, Thea Context Stella |
| Belief Consistency Discipline Focus Restorative | Activator Command Communication Competition Self-Assurance Significance Woo | Adaptability Developer Individualization | Analytical Futuristic |
| Leaders with dominant strengths in the Execution domain know how to make things happen. | Those who lead by Influencing help their team reach a much broader audience. | Those who lead through Relationship Building are the essential glue that holds a team together. | Leaders with great Strategic Thinking strengths are the ones who keep us all focused on what <i>could</i> be. |