



United Methodist Women, national office
475 Riverside Drive, 15th floor
New York, NY 10115
www.unitedmethodistwomen.org

Job Description

EXECUTIVE FOR SPIRITUAL GROWTH

Membership and Leadership Development

About Us:

United Methodist Women - National Organization is the policy-making body that manages and oversees the programs and projects of United Methodist Women (UMW). We accomplish this by equipping women and girls around the world to be leaders in communities, agencies, workplaces, governments and churches and to advocate for the oppressed and dispossessed with special attention to the needs of women and children. UMW builds supportive communities among women; engages in activities that foster growth in the Christian faith, mission education, and Christian social involvement, while working for justice through compassionate service and advocacy to change unfair policies and systems while providing educational experiences that lead to personal change in order to transform the world. United Methodist Women is an Equal Opportunity Employer and actively encourages candidates of diverse backgrounds (men and women) to apply for employment. Applicants must meet the minimum requirements in terms of qualifications. An equivalent combination of education and experience will be considered unless specifically stated otherwise.

About The Section of Membership and Leadership Development

The Section of Membership and Leadership Development continually seeks ways to strengthen the organization of United Methodist Women by encouraging participation of all women. M&LD has been instrumental with enhancing membership, by developing leaders, strategic planning, organizational development and language ministries.

Position:	Executive for Spiritual Growth
Department:	Membership and Leadership Development
Supervisor:	Assistant General Secretary for the Section on Membership and Leadership Development
Hours:	9:00am – 5:00pm (Monday - Friday)
Location:	475 Riverside Drive, 15th Floor, New York, NY 10015
Status:	F/T Exempt
Travel Required:	Travel outside New York City is required. Travel outside the United States may be necessary. Amount of travel varies depending on program and/or invitations accepted. Weekend and evening meetings are frequently required.
Overtime Required:	N/A
Bargaining Unit Position:	No
Salary Level:	15 - Executive

I have read and understand this job description and its requirements, and I understand that I am expected to complete all duties as assigned. I understand that the job functions may be changed from time to time, with or without prior notice. I will be able to perform the essential functions of this position with or without accommodation. I understand that it is my responsibility to inform my supervisor at any time that I'm unable to perform these functions. I understand that I will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions and assignments. I further understand that this job description is not a contract of employment.

Employee Signature: _____ **Date:** _____

Summary of Responsibilities:

The Executive for Spiritual Growth is responsible for guiding people to a deeper appreciation, understanding use of and devotion to the Word of God in their everyday lives. The Executive Secretary for Spiritual Growth will ensure that the Bible-focused spiritual growth operates in a clear, compelling manner in keeping with the mission, vision and values of spiritual growth and the United

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Methodist Church. This work connects to the purpose of UMW (become whole persons through Jesus Christ, supportive creative fellowship) and to the vision of how we are shaping our future, as an organization, turning faith, hope and love into action, on behalf of women, children and youth around the world.

Essential Job Functions (other related duties may be assigned):

1. Build on our current practices and opportunities to involve each of us as members of United Methodist Women in spiritual practices that connect our faith to our lived experience and to the lived experience of others in our communities and around the world, particularly those on the margins.
2. Work with colleagues and board members to develop the Spiritual Growth studies that are a part of Mission u.
3. Participate in shaping and connecting events offered by UMW's national office (mission u, LDD, Assembly, National Seminar and others) with our spiritual foundation and to use the events as one of the opportunities to help our members to develop spiritually and to let their faith impel them to service and advocacy for justice.
4. Lead projects with a partner or partner organizations to research and formulate a report that explores lay women's spirituality which will guide our programmatic emphasis on spiritual growth and shape our resources and practices in the "refreshed UMW".
5. Research, design, develop and/or purchase biblical content based on the needs and preferences of people in every stage of their faith walk and write curriculum that is adaptable to various learning methods and delivery systems appropriate to both individual and group based learning and practice.
6. Distribute curriculum in seminars, classes and small and accountability groups, teaching teams.
7. Recruit, equip and supervise a variety of ministry partners and teams responsible for implementing the Bible engagement component of the Spiritual Growth ministry.
8. Work collaboratively and cooperatively with other members of the Spiritual Growth Team to ensure good communication and unity of purpose.
9. Work with the Communications department to develop support and resources for Conference UMW leaders for retreats, Day Apart, prayer breakfasts and other such settings and to be part of developing these leaders in their own faith and skills as spiritual leaders.
10. Work with experts in theology, bible and missiology to bring their thinking into our work and to express lay women's views and experiences in ways that augment or critique developing theory and practice in church and academy.
11. Show an ongoing understanding of the need to employ critical analysis skills and tools in development of spiritual resources to help members connect an inward journey of spirituality (personal) with a collective attentiveness to the movement of the Spirit and an outward journey of transformative action (public/political).
12. Bring or develop connections with a wide array of women of faith who can reflect theologically on their service and advocacy in writings, videos, blogs and other media so that UMW members have faith models and mentors from many settings and learn to see themselves as spiritual leaders.

Supervisory Responsibility

The Executive for Spiritual Growth has no supervising responsibility.

Team Participation

This position may be requested to participate on special projects and/or events planning teams. Participation in these circumstances is factored into the overall evaluation of performance.

Special Consideration

This position requires contact on a regular basis with individuals and groups which are not part of the church's official structure. This work has an integrity which United Methodist Women respects as part of its work. In all areas of United Methodist Women's ministry, confidentiality in relationships must be respected.

Critical Competencies

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- **Attention to Detailed and Accuracy:** demonstrates accuracy and thoroughness, monitors own work to ensure quality and applies feedback to immediate performance improvement.
- **Experience in Biblical Teaching:** experience in writing biblical curriculum as well as good communication skills (both verbal and written) for sharing information.
- **Problem Solving:** takes initiative to solve problems within his/her scope of work and seeks direction as needed. Strategic thinker.
- **Time Management:** meets productivity standards and completes assigned work in a timely manner.
- **Adaptability and Flexibility:** adapts to changes in the work environment, manages challenging demands and is able to navigate through frequent changes, delays or unexpected events.
- **Organization:** consistently able to organize work to meet deadlines. Ability to direct and multitask effectively under pressure.
- **Integrity:** high level of integrity and dependability while demonstrating respect for others, discretion and consistency in word & deed, able to accept changes and constructive feedback
- **Excellent Interpersonal and Team Building:** works independently and within a team to achieve individual and department goals; Shares best work knowledge and practices freely and is open to coaching and feedback. Ability to work cooperatively and smoothly with a variety of people to accomplish tasks.

Qualifications

Master's degree in Theology or related degree programs. Knowledge of and/or experience in the organization of United Methodist Women and/or comparable women's organizations with similar interests and programs. Although being a member of The United Methodist Church is not required, general knowledge of polity of The United Methodist church is helpful. In-depth understanding of the work of the United Methodist Church and United Methodist Women, its culture, mission and vision. Ability to assess the needs and desires of membership for spiritual challenge and nurture appropriate to spiritual formation and growth. Must be highly organized with proven mastery of SharePoint, Microsoft Outlook, Excel, Access, Word, PowerPoint and Publisher. Experience in writing biblical curriculum and biblical teaching. Must have the ability to write quickly, accurately and intelligently in English with the ability to work independently and perform well in deadline driven environment. Must possess, and continually develop, strong oral and written communication with internal and external members.

Performance Measurement

Specific measures of satisfactory performance, both objective and subjective, will be developed in consultation with the Human Resources Director, the department's Assistant General Secretary & direct supervisor and in harmony with United Methodist Women's mission, cultural principles, and annual leadership priorities. This document will be the primary basis of future performance reviews and continuance in the role of the position.

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