

# **Native American Comprehensive Plan of the United Methodist Church (UMC)**

## **Position Description**

### **Executive Director**

The Native American Comprehensive Plan (NACP) is one of the six racial-ethnic plans authorized, empowered, and funded by General Conference of the UMC. NACP is tasked with the responsibility of offering the hope and love of Jesus Christ to Native American/Indigenous communities and making Native American disciples of Jesus Christ. Programmatic emphasis for NACP is in areas of:

- development of Native American/Indigenous Christian leadership;
- development of and resourcing for Native American/Indigenous churches and faith communities;
- training and consultation with annual conference Committees on Native American Ministry;
- elevating the visibility of Native American/Indigenous Peoples within the UMC and globally;
- working for the health, healing and wellness of Native/Indigenous persons, families and communities.

NACP does the majority of its work through four Board Committees: Leadership Development, Church/Congregational Development, Denominational Presence and Executive. The Executive Director relates and reports to these committees and the full Board in fulfillment of the ministry of NACP.

### **Status:**

- Full time, Exempt

### **Salary:**

- Starting salary \$67,440 - \$77,550, commensurate with experience/education

### **Primary Duties**

- Planning, implementation, supervision and reporting on basic NACP operational elements, including: budget/finance, program and promotion. Reporting and coordination primarily with NACP Board and appropriate UM connectional structures.
- Provides office management and supervision of office staff and consultants.
- Performs resource development appropriate for Native American communities and churches.
- Provides consultation and training to United Methodist structures and Native American communities/churches primarily in areas of leadership development, church/congregational development and ministry with Native American/Indigenous Peoples.
- Provides planning and implementation of national Native American events, annual Board meetings and other meetings/events sponsored/co-sponsored by NACP.

- Promotes denominational presence of Native Americans throughout the UMC and represents/advocates for NACP at pertinent events within UMC connectional system.

### **Accountability**

- This position is accountable directly to the NACP Board of Directors.
- Additionally, is accountable to General Conference via Discipleship Ministries of the UMC.

### **Education/Experience**

- Minimum of bachelors degree in social science, communications, theology or related area, with master's degree preferred.
- Four to six years experience working within Native American ministries and communities.
- Must have an understanding and acceptance of Native/Indigenous spirituality, traditions and ceremonies.
- Experienced with organizational use of social media, computer applications and electronic media.
- Demonstrated exceptional oral and written communication skills across a variety of settings.
- An understanding of the United Methodist Church, with a particular emphasis on polity.

### **Working Conditions**

- Frequent travel is required by auto and air. Work sites include Native American churches/communities, reservations, rural and urban locations.
- Frequent work at NACP office (desk/keyboard/phone).

### **Hiring Policy**

NACP is an affirmative action and equal opportunity employer and considers applicants for all positions without regard to race, color, age, gender, national origin, disability, sexual orientation or any other legally protected status.

### **Procedure and Deadline**

To apply, applicants must submit a cover letter and resume via email.

Send to: Rev. Fred Shaw, Chairperson  
Native American Comprehensive Plan  
[nacomp@prodigy.net](mailto:nacomp@prodigy.net)

**Application Deadline: Sept 16, 2018**