Central
District
Conference

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Knowing Christ's love… Answering God's Call

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Dear Applicant,

Thank you for your interest in the Administrator Position. Central District Conference (CDC) is a conference of Mennonite Church USA. We are a conference of 46 member congregations and six emerging communities of faith in 14 states and online. Our vision is to "grow as communities of grace, joy and peace, so that God's healing and hope flow through us to the world." Our mission is summed up this way: *Knowing Christ's love… answering God's call.*

In this role, you will tend the life of the conference and help pastors, congregations, and leaders thrive in their own ministries. You will steward CDC finances, information, and systems. You will support the Board, committees, and Leadership Council, and you will be the steady, welcoming first point of contact for congregations and partners. This is a role for someone who loves bringing order and care to complex work, uses technology to make work simpler, and sees this work as a calling: serving a church community that is growing and changing.

We are looking for someone who is adaptable, resilient, self-aware, a proficient communicator, interculturally aware and comfortable working with people of different cultures, identities, and abilities, and able to work collaboratively and constructively with other people.

The position can be full-time or 80% time, depending on your experience, skill set, and interest. You could work from home or at the CDC office in Elkhart, IN. You will report to the conference minister. The position begins January 1, 2027 and will overlap for a month with the current Administrator. The salary range is $52,000 to $62,500.

I will let you know when we have received your cover letter and résumé. I will let you know whether we choose to interview you. In addition to myself, a staff member and a board member will participate in interviews.

If this sounds like a mission you can support, a position utilizing your gifts, and an environment in which you can thrive, please keep reading.

Sincerely,

Douglas R. Luginbill

Douglas R. Luginbill; Conference Minister