

North Carolina Conference of The United Methodist Church
Conference Statistician

The Conference Statistician is a part-time position responsible for the collection and reporting of local church statistics in the NC Conference. Data collection takes place through the Online Data Collection System as coordinated through the General Council on Finance and Administration, District Office, and Conference Treasurer's Office. The position is elected by the Annual Conference and reports to the Conference Treasurer for operational accountability.

Duties and Responsibilities

The Conference Statistician works in collaboration with the Conference Treasurer's Office staff, District Office, and local church pastors to gather required local church statistical information. The primary duties include:

- Coordinating information needs with the districts and General Council on Finance and Administration
- Collaborate with the Conference Controller and Director of Management Information Systems on data collection methods
- Communicate data collection requirements to local church pastors
- Assist local church pastors and staff with accurate statistical reporting
- Interpret statistical reporting and apportionment calculation methods to local churches
- Monitor and perform quality assurance testing on data collected from local churches
- Compile and report statistical information to the Annual Conference and General Council on Finance and Administration
- Provide data analysis and reporting to the Annual Conference session
- Assist the Conference Controller with research and requests for statistics changes and apportionment recalculations
- Educate local churches and districts on proper statistical reporting
- Other duties and responsibilities as assigned

Qualifications

Key skills and qualifications for ideal candidates for the Conference Statistician position include:

- Knowledge and experience in data compilation and reporting
- Above-average competence in Microsoft Excel
- An ability to explain and interpret complex calculations in an easily understood format
- A willingness to engage discussions around the importance of statistics and data integrity
- Confidentiality in all organizational information gained through job performance
- An ability to adjust as needed to changing requirements
- Excellent communication and interpersonal skills valuing teamwork and collaboration

The search process will include receiving notification from interested persons through July 2023. The search team will begin to process notifications in August. Persons indicating interest will be contacted in August 2023 about the process moving forward. Thank you for considering serving the NC Annual Conference as Statistician!