

## Job Description

<b>Position Title:</b> Area Relationship Coordinator	<b>Reports to:</b> Council Staff Supervision Team during the Bridge Period then the Relationship Coordination Director
<b>Hours per week:</b> Anticipate eight (8) hours per week on average	<b>Form of Employment:</b> Contract
<b>Travel:</b> Regional travel by automobile	<b>Effective Date:</b> ASAP

**POSITION OVERVIEW:** The Area Relationship Coordinator will promote communicate, coordinate mission and foster relationships among churches, Teaching Elders, Commissioned Ruling Elders, CREs and the Presbytery in an assigned geographic area. The two key strategic Issues being addresses through this work are

- Fostering a sense of belonging and unity within the whole Presbytery.
- Nurturing congregations and elders to their full potential.

**DEFINITIONS:**

- **“Bridge Period”:** The Presbytery is currently in a “Bridge Period” that will continue until:
  - Necessary Presbytery approvals are in place for a proposed, new organization structure are obtained and
  - The Relationship Coordination Director is hired.
- **“Council Staff Supervision Team”:** The Team (composed of three Presbytery Council members and one additional Teaching or Ruling Elder who will meet weekly by conference call with the Stated Clerk and individually with the Area Relationship Coordinators to supervise and direct their activities.
- **“Supervisor”:** A member of the Council Staff Supervision Team assigned to supervise a particular Area Relationship Coordinator.
- **“Pastor”:** A Teaching Elder member or CRE with commission in the Presbytery.

**PRINCIPAL RESPONSIBILITIES** (The conceptual framework for the job):

- Build connectional links among churches and Pastors to reestablish a sense of community within the Presbytery.
- Serve as the primary support for Pastors and their families providing primary pastoral care.
- Help conceptualize, plan and implement fellowship activities/friendship building among assigned Pastors and churches in ways they want.
- Become familiar with congregations/organizations served by Pastors and act as a primary conduit for sharing information from the Presbytery to them and from them to the Presbytery.
- Identify potential issues developing within member congregations and identify/introduce resources (Presbytery and other) as appropriate.

## **DUTIES AND ACTIVITIES** (The day-to-day focus for the job):

- Be present with Presbytery members and congregations (in person, by email and by phone) and listen to them – hearing their suggestions, issues and hopes and assuring that Presbytery leaders know what they think and take action as necessary.
- Become familiar with Presbytery policies and procedures.
- Assist when Presbytery members are in crisis – counseling and connecting them to resources.
- Prepare weekly activity plans for how they will carry out their duties.
- Help redefine the above duties to make them more effective.

**SUPERVISION:** During the Bridge Period, the Council Staff Supervision Team will supervise Area Relationship Coordinators by:

- **Assigning a Supervisor:** One member of the Council Staff Supervision Team will be assigned as the primary supervisor for each Area Relationship Coordinator.
- **Communicating Frequently:** At least weekly and more often if required.
- **Meetings** – There will typically be two meetings each month:
  1. With the assigned Supervisor on the Council Staff Supervision Team (face-to-face).
  2. With the Council Staff Supervision Team at their weekly meeting to share issues and best practices for both Pastors/churches or the coordination process. This meeting should be face-to-face (versus by phone) for the initial meeting and quarterly thereafter.
- **Providing Direction:** Help the Area Relationship Coordinator understand their duties and the specific way they should be carried out.
- **Reviewing Plans:** Provide feedback and suggestions regarding their weekly activity plans.
- **Re-defining Duties and Responsibilities:** Actively restructure Responsibilities and Duties based on conversation among Team members and the Area Relationship Coordinators.
- **Providing feedback:** During the Bridge Period we expect to learn more about the job and the suitability of selected individuals for this position as it is redefined. Area Relationship Coordinators should receive mini-reviews based on input from end users in their area at least monthly during the Bridge Period to let them know how the job is changing and how well they are meeting expectations for the job.

**SUBORDINATE RESPONSIBILITIES:** Not Applicable

**QUALIFICATION & SKILLS** - Candidates must be/have:

- **Teaching Elders:** Candidates must be a Teaching Elder member of the Presbytery.
- **Counseling Skills:** Formal training and experience dealing with small and large issues among the churches and Pastors they support.
- **Communication Skills:** Structured listening skills (empathy) and able to speak and write with clarity, compassion and authority.
- **Planning and Organizational Skills:** Demonstrated ability to plan and execute a broad array of interactions energetically, creatively, flexibly, effectively and efficiently.