

Job Description

Position Title: Relationship Coordination Director	Reports to: Coordinating Council
Hours per week: Full time, 40 to 50 hours per week	Form of Employment: Full time employee
Travel: Regional travel by automobile	Effective Date: ASAP

POSITION OVERVIEW: The Relationship Coordination Director is called by the Coordinating Council in order to promote the mission and shared values of the Presbytery of St. Augustine. It will be especially focused upon increasing the shared values of “relational, communal and connected and ready to share resources and to develop energetic leadership.” The position will lead in developing an environment of teamwork and mission coordination within the Presbytery. Through the Area Relationship Coordinators and the Communications Coordinator, this position will seek high levels of communication and mission coordination within the Presbytery while fostering relationships among Congregations, Teaching Elders, Commissioned Ruling Elders. This person will seek to accomplish the strategic emphasis upon the two shared values by:

- Fostering a sense of belonging and unity within the whole presbytery.
- Nurturing congregations and elders to their full potential.
- Building a communication system of trust and transparency
- Continuing to help the Council lead strategically and thoughtfully
- Ensuring mission implementation of the Presbytery

DEFINITIONS:

- **“Pastor”:** A minister of the Word and Sacrament of the Presbytery of Saint Augustine. Commissioned Ruling Elder (CRE) with commission in the Presbytery of St. Augustine.

PRINCIPAL RESPONSIBILITIES (The conceptual framework for the job):

- Work with the Coordinating Council to accomplish the strategic goals of the Coordinating Council (these may be identified by the Coordinating Council or through the Presbytery of St. Augustine) as well as identify potential new initiatives that will build upon the accomplished goals.
- Lead a team of part-time Area Relationship Coordinators to support the Pastors and their families providing primary pastoral care. Review plans for Area Relationship Coordinators to enable increase in the relational, communal, connected goals of the Presbytery of St. Augustine.
- Work with the Resource Coordination team to further the mission implementation of the Presbytery.
- Work with the Strategic Issues Team to develop and propose new strategies to the Coordinating Council to address Presbytery of St. Augustine opportunities and issues.
- Through the Communication Coordinator and Communications Team, ensure the timely and effective communication to the Presbytery.
- Through building relationships and trust, encourage commitment to the mission and shared values of the Presbytery through the Volunteer Management Committee.

DUTIES AND ACTIVITIES:

- Become familiar with Presbytery of St. Augustine Manual and policies and procedures
- The Area Relationship Coordinators and the Communications Coordinator report directly to the Relationship Coordination Director. This position is responsible for guiding and encouraging these people toward strategically accomplishing the shared value of “relational, communal and connected.”
- The Relationship Coordination Director will be the ex-officio member (having voice, but not vote) of the following groups and is expected to meet with these to communicate and influence the direction of the Presbytery:

- Coordinating Council
 - Relationship Resource Committee
 - Strategic Issues Team
 - Communications Team (Through the Communication Coordinator)
 - Volunteer Management Team
- Other duties and strategic priorities as defined by the Coordinating Council and The Presbytery of St. Augustine.

SUPERVISION: The Relationship Coordination Director will be a self-starting individual who will seek to take the initiative in meeting the strategic goals of the Coordinating Council. They will exercise their position with Christ-like temperament, integrity, wisdom and vision. The Coordinating Council will provide feedback and supervision of the position through:

- **“Coordinating Council Staff Supervision Team”:** The Team (composed of three Coordinating Council members and one additional Teaching or Ruling Elder) who will meet weekly by conference call with the Stated Clerk and Relationship Coordination Director. ***The Coordinating Council Staff Supervision Team is part of the “Bridge Structure” and will not exist after January 1, 2018***
- **Meetings –**
- **Providing Direction:** Through setting strategic goals, and as the goals are accomplished envisioning the next priority.
- **Reviewing Plans:** Provide feedback on plans to accomplish the shared values of the Presbytery.
- **Re-defining Duties and Responsibilities:** Actively restructure Responsibilities and Duties based on conversation among Team members and the Area Relationship Coordinators.

SUBORDINATE RESPONSIBILITIES: Not Applicable

QUALIFICATION & SKILLS - Candidates must be/have:

- **Minister of Word and Sacrament or Ruling Elder:** Candidates must be minister of the word and sacrament or ruling elder of the PCUSA.
- **Counseling Skills:** Formal training and experience dealing with small and large issues among the churches and Teaching Elders they support.
- **Communication Skills:** Structured listening skills (empathy) and able to speak and write with clarity, compassion and authority.
- **Planning and Organizational Skills:** Be able to plan and execute methodically and strategically to accomplish the goals of the Coordinating Council. Must be able to engage people a wide array of people in the Presbytery of St. Augustine energetically, creatively, flexibly, effectively and efficiently to encourage servant leadership.