

**New Job Description (August 25, 2020)**

<b>Position Title:</b> Ministry and Mission Coordinator	<b>Reports to:</b> Coordinating Council
<b>Hours per week:</b> Full time, 40 to 50 hours per week	<b>Form of Employment:</b> Full time employee
<b>Travel:</b> Regional travel by automobile	<b>Effective Date:</b> ASAP

**POSITION OVERVIEW:** The Ministry and Mission Coordinator reports to the Coordinating Council in order to promote the mission and shared values of the Presbytery of St. Augustine. This position is 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, and Commissioned Ruling Elders. The Presbytery of St. Augustine understands its ministry to be guided by five practical values that describe the presbytery’s work. This person will seek to accomplish the strategic emphasis upon 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

**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 who will resource sessions and congregations, and offer pastoral care for pastors and their families. Review plans for Area Relationship Coordinators to enable increase in the relational, communal, connected goals of the Presbytery of St. Augustine. Work with the Presbytery’s Commissions, Committees, Teams and Task Groups to further the mission implementation of the Presbytery.
- Work with the Strategic Issues Committee 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.
- Participate in the work of the church beyond the presbytery. As time and funds permit, attend the PC(USA) Presbytery Leader Formation initial training, and other official gatherings such as the annual Mid-Council Leaders’ Gatherings, the General Assembly, the Synod of South Atlantic and the Florida Presbytery Leader’s meetings.

## **DUTIES AND ACTIVITIES:**

- Supervise the staff in facilitating the work of the presbytery. The Area Relationship Coordinators, the Communications Coordinator, and the Office Manager report directly to the Ministry and Mission Coordinator. This position is responsible for guiding and encouraging staff toward strategically accomplishing the shared value of “relational, communal and connected.”
- The Ministry and Mission Coordinator 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,
  - Leadership Development and Care Committee, and the Strategic Issues Committee,
  - Volunteer Management Committee,
  - Current and Emerging Ministries Committee,
  - Administration Committee,
  - Communications Team (Through the Communication Coordinator)
  - Youth Ministry Leadership Team
  - Call Commission
  - Trustees
- To further the mission implementation of the Presbytery, the Ministry and Mission Coordinator will be informed by and provide organizational cohesion with the:
  - Montgomery Presbyterian Conference Center
  - PC(USA) denominational entities
- Other duties and strategic priorities as defined by the Coordinating Council and The Presbytery of St. Augustine.

**SUPERVISION:** The Ministry and Mission Coordinator will be a self-starting individual who will seek to take initiative in meeting the strategic goals of the Coordinating Council. She/he will exercise their position with Christ-like temperament, integrity, wisdom and vision. The Coordinating Council will provide feedback and supervision of the position through the personnel team, by setting strategic goals, and as the goals are accomplished by envisioning the next priorities.

**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.
- **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 a wide array of people in the Presbytery of St. Augustine energetically, creatively, flexibly, effectively and efficiently to encourage servant leadership.
- **Counseling Skills:** Training and experience dealing with small and large issues among the churches and Teaching Elders whom we support.