

Job Description

Position Title: Area Relationship Coordinator	Reports to: The Ministry and Mission Coordinator
Hours per week: Anticipate eight (8) hours per week on average	Form of Employment: Employment at Will
Travel: Regional travel by automobile	Effective Date: October, 2020

POSITION OVERVIEW: The Area Relationship Coordinator promotes communication, coordinates mission and fosters connectional relationships with pastors and churches in an assigned geographic area, strengthening the relationship between the churches and with the Presbytery.

Key strategic issues addressed by this position are:

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

DEFINITIONS:

- **“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 establish and maintain a sense of community within the Presbytery, offering opportunities for fellowship as appropriate.
- Serve as the primary pastoral care support for Pastors and their families.
- Become familiar with congregations/organizations served by Pastors and act as a primary conduit for sharing information from the Presbytery and from the congregations/organizations 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 assigned congregations at least once annually by attending worship and/or session meeting, virtually or in person.
- Contact Presbytery members and congregations in the assigned area regularly by email, phone or text.
- Be attentive to suggestions, needs, challenges, hopes, and joys, assuring Presbytery members and congregations that Presbytery leaders are partners in ministry, available to assist as resources or to respond as necessary.

- Become familiar with Presbytery policies and procedures and the structure of the Presbytery.
- Offer assistance when Presbytery members are in need of pastoral care by providing limited counsel and referral to professional resources as needed.
- Prepare monthly reports of contacts and significant developments/successes within congregations.

SUPERVISION: The Ministry and Mission Coordinator will supervise the ARC by:

- **Communicating Frequently** - Weekly individual phone or email check in with the ARC.
- **Meetings** – Facilitate face to face monthly meetings with other ARC's and the Ministry and Mission Coordinator.
- **Providing Direction and Support**- Provide feedback, support, and information regarding issues or needs arising from weekly and monthly reports.
- **Annual Evaluation** – provide feedback on performance and areas where improvement may be needed.

QUALIFICATION & SKILLS - Candidates must be/have:

- **Teaching Elders:** Candidates must be a Teaching Elder member of the Presbytery.
- **Pastoral 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.
- **Ability to travel, attend evening meetings and preferably, attend worship.**
- **Technology Skills:** using text, email, and online meeting platforms, such as Zoom or Skype to communicate