

Job Description

Position Title: Area Relationship Coordinator – Validated Ministries and At-Large Members	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 in an assigned area, strengthening the relationship between the pastors and the Presbytery.

Key strategic issues and strategies addressed by this position are:

- Fostering a sense of belonging and common purpose within the presbytery.
- Equipping and empowering relationships among clergy in the presbytery.

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 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 organizations served by Pastors and act as a primary conduit for sharing information from the Presbytery and from the organizations to the Presbytery.
- Identify issues particular to those serving in validated ministries or at-large in the presbytery and identify/connect with resources to address these issues.

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

- Be present with members in validated ministries and at-large members at least once annually, 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 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 issues unique to clergy.
- **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 and attend events as requested.**
- **Technology Skills:** using text, email, and online meeting platforms, such as Zoom or Skype to communicate