

SHENANGO PRESBYTERY JOB DESCRIPTION

Title: The Director of Pastoral Support

Job Summary:

This position was created as part of a Re-imaging plan for the Shenango Presbytery. The plan creates an executive team that guides the Presbytery. The director positions that serve on this executive team will create and oversee ministry teams in particular areas to do the work of the Presbytery.

The Director of Pastor Support focuses on taking care of pastors in the Presbytery by building relationships, taking care of issues of call and record keeping, and helping pastors in crisis.

General Responsibilities:

- Create and serve with a Pastoral Care Support Team that oversees the following:
- Foster Relationships between Pastors in the Presbytery
- Provide Pastoral Care
- The “Terms of Call Guru”-Provide support for Terms of Call and all pastoral record-keeping
- Maintain the Pastor Directory
- Serve as a member of CPM
- Coordinate Pastor Retreats
- Create peer-groups for pastors
- Walk with Pastors in Crisis with their Congregation
- Oversee Presbytery Aid, Continuing Education, Self-Development of People, and Theological Aid Funds
- Serve on the Executive Team
- Attend Presbytery Meetings
- Work with the Executive Team to Represent our Presbytery in Synod and PCUSA matters.

Requirements:

- Must have a proven track record working with and through teams.
- Must be comfortable with ambiguous job requirements as we develop this new model for the Presbytery.
- Must be responsible for setting schedule and developing task list with limited supervisions.
- Must be good at building relationships with the pastors.
- Must be confident managing situations of crisis and conflict.
- Must be a member of a PCUSA church or Presbytery.
- Must be willing to work with the Presbytery's Implementation Team for the first 6-12 months to review how the new model is working and give and receive constructive feedback.

Terms of Employment:

- Employed by Presbytery to a renewable, two-year contract, reviewed by the Administrative Team
- This is a salaried position with an expected range of 10-12 hours a week

To apply, please provide the following:

- A cover letter expressing why you feel called to apply to the position and why you feel you have the gifts to fit the position.
- A resume or Personal Information Form
- Three references, including name, title, description of relationship to you, email, phone number

Send applications to our Presbytery Office and please specify the position for which you are applying.

SHENANGO PRESBYTERY JOB DESCRIPTION

Title: The Director of Congregational Support

Job Summary:

This position was created as part of a Re-imaging plan for the Shenango Presbytery. The plan creates an executive team that guides the Presbytery. The director positions that serve on this executive team will create and oversee ministry teams in particular areas to do the work of the Presbytery.

The Director of Congregational Support focuses on taking care of the churches in the Presbytery. This includes helping congregations find and hire pastors, locate guest preachers, handle crisis, and network with other congregations for shared ministry.

General Responsibilities:

- Create and serve with a Congregational Care Support Team that oversees the following:
- Foster relationships between congregations in the Presbytery
- Coordinate and maintain the Pulpit Supply List and the Congregational Directory
- The "Pastoral Search Guru"-Assist PNCs in their work
- Provide Hospice Care for congregations
- Walk with Congregations who are in crisis with their pastor
- Help to network congregations who have similar mission partners
- Support congregations with Mission Grants and Higher Education
- Serve on the Executive Team
- Attend Presbytery Meetings
- Work with the Executive Team to Represent our Presbytery in Synod and PCUSA matters.

Requirements:

- Must have a proven track record working with and through teams.
- Must be comfortable with ambiguous job requirements as we develop this new model for the Presbytery.
- Must be responsible for setting schedule and developing task list with limited supervisions.
- Must be good at working with church boards.
- Must be confident managing situations of crisis and conflict.
- Must have a sense of the direction of the future and a hope-filled outlook for smaller congregations.
- Must be a member of a PCUSA church or Presbytery.
- Must be willing to work with the Presbytery's Implementation Team for the first 6-12 months to review how the new model is working and give and receive constructive feedback.

Terms of Employment:

- Employed by Presbytery to a renewable, two-year contract, reviewed by the Administrative Team
- This is a salaried position with an expected range of 10-12 hours a week

To apply, please provide the following:

- A cover letter expressing why you feel called to apply to the position and why you feel you have the gifts to fit the position.
- A resume or Personal Information Form
- Three references, including name, title, description of relationship to you, email, phone number

Send applications to our Presbytery Office and please specify the position for which you are applying.

SHENANGO PRESBYTERY JOB DESCRIPTION

Title: The Director of Presbytery Operations

Job Summary:

This position was created as part of a Re-imaging plan for the Shenango Presbytery. The plan creates an executive team that guides the Presbytery. The director positions that serve on this executive team will create and oversee ministry teams in particular areas to do the work of the Presbytery.

The Director of Presbytery Operations will focus on the operational side of the Presbytery including administration, staffing, finances, and property.

General Responsibilities:

- Create and serve with an Administrative Ministry Team that oversees the following:
 - Personnel
 - Property
 - Finances
 - Operating Budget
- Conduct Annual Reviews of the Exec. Team with the Administrative Team
The Administrative Team alone reviews the Director of Operations
- Serve on the Executive Team
- Attend Presbytery Meetings
- Work with the Executive Team to Represent our Presbytery in Synod and PCUSA matters.

Requirements:

- Must have a proven track record working with and through teams.
- Must be comfortable with ambiguous job requirements as we develop this new model for the Presbytery.
- Must be responsible for setting schedule and developing task list with supervision.
- Must be detail oriented and be proficient in administration.
- Must be comfortable managing situations of crisis and conflict.
- Must be a member of a PCUSA church or Presbytery.
- Must be willing to work with the Presbytery's Implementation Team for the first 6-12 months to review how the new model is working and give and receive constructive feedback.

Terms of Employment:

- Employed by Presbytery to a renewable, two-year contract, reviewed by the Administrative Team
- This is a salaried position with an expected range of 8-10 hours a week

To apply, please provide the following:

- A cover letter expressing why you feel called to apply to the position and why you feel you have the gifts to fit the position.
- A resume or Personal Information Form
- Three references, including name, title, description of relationship to you, email, phone number

Send applications to our Presbytery Office and please specify the position for which you are applying.

SHENANGO PRESBYTERY JOB DESCRIPTION

Title: The Director of Presbytery Advancement

Job Summary:

This position was created as part of a Re-imaging plan for the Shenango Presbytery. The plan creates an executive team that guides the Presbytery. The director positions that serve on this executive team will create and oversee ministry teams in particular areas to do the work of the Presbytery.

The Director of Presbytery Advancement will focus on the vision, values, and direction of the Presbytery. They will see that our Presbytery, including pastors, churches, and the executive team, are continually developing.

General Responsibilities:

- Create and serve with a Visioning Team that oversees the following:
- Resource congregations with strategic imagination and vision
- Lead an annual Visioning Retreat of Exec. Team
- Work with Director of Pastoral Support and the Director of Congregational Support to provide the annual Leaderfest, as well as Elder and Deacon training
- Oversee the Church Development Fund
- Serve on the Executive Team
- Attend Presbytery Meetings
- Work with the Executive Team to Represent our Presbytery in Synod and PCUSA matters.

Requirements:

- Must have a proven track record working with and through teams.
- Must be comfortable with ambiguous job requirements as we develop this new model for the Presbytery.
- Must be responsible for setting schedule and developing task list with limited supervisions.
- Must be a dreamer—looking to the future, but also a process-thinker—seeing a series of steps to move the Presbytery forward.
- Must be a member of a PCUSA church or Presbytery.
- Must be willing to work with the Presbytery’s Implementation Team for the first 6-12 months to review how the new model is working and give and receive constructive feedback.

Terms of Employment:

- Employed by Presbytery to a renewable, two-year contract, reviewed by the Administrative Team
- This is a salaried position with an expected range of 8-10 hours a week

To apply, please provide the following:

- A cover letter expressing why you feel called to apply to the position and why you feel you have the gifts to fit the position.
- A resume or Personal Information Form
- Three references, including name, title, description of relationship to you, email, phone number

Send applications to our Presbytery Office and please specify the position for which you are applying.