

Presbytery Staff Position

Title: Pastoral Ministries Program Coordinator

General Description:

1. To work with CPM as regards recruitment, education and assessment of students in the Commissioned Pastor program.
2. To work with COM as regards the end of term assessment of Commissioned Pastors and the continuing education of Commissioned Pastors.
3. With the CPM and COM, plan an annual retreat and continuing education opportunity for Presbytery Leadership.
4. With CPM and COM, coordinate the Sacramental Elder program and maintain records of those who have completed the course.

Specific Programs:

1. Commissioned Pastor Program.
2. Leadership Continuing Education and Retreat.
3. Sacramental Elder Program.

Rationale for the position:

In the past year we have reduced the size of our Presbytery structure and reduced staff positions at the Presbytery office. We have also identified the primary challenge for our Presbytery: to support the health and development of congregations. Key to meeting this challenge is the quality and presence of pastoral leadership in our congregations. Presbytery has created various programs over the years to respond to this challenge. Unfortunately, these programs have not been consistent over time as committees changed and leadership left the Presbytery. Given our smaller committees and staff limitations, it would seem reasonable to identify one person who could work with the General Presbyter and the committees to coordinate these programs and give the needed continuity and oversight for the programs to be successful.

Status of Position: 10 hours a week.

Accountability: Annual review by PLC.

Oversight: General Presbyter.

Stipend: \$900.00 per month.

Professional expense account: \$1,000.00 per year.

Specific Tasks:

1. With the General Presbyter and committees, develop regional strategies to provide pastoral leadership.
2. With the GP, communicate with congregations and Sessions concerning pastoral leadership needs.

3. With Christian Educators in the Presbytery, resource the Presbytery concerning educational and training opportunities provided by Synod, GA and PC(USA) Theological Institutions.
4. Oversee the development and creation of courses of study for the Commissioned Pastor Program.
5. Organize meetings of Commissioned Pastors and Students to form a cohort for ministry within the Presbytery of the Pines.
6. Maintain contact with applicants, students, and Commissioned Pastors and offer support and guidance.
7. Plan an Annual Retreat and educational opportunity for Ministers, Commissioned Pastors, Christian Educators and students in the Commissioned Pastor program.
8. With the General Presbyter/Treasurer and the Business Affairs Committee, develop a program budget and strategy for funding.

06/16/2021