



Presbyterian Mission
**Racial Equity & Women's
Intercultural Ministries**

Position Description

Position Title:	Associate for African American Intercultural Congregational Support	Date:	December 9, 2019
Ministry Area:	Racial Equity & Women's Intercultural Ministries	Ministry Office:	Intercultural Ministries & Support for Congregations of Color
Reports To:	Associate Director of RE&WIM	Position Code:	

Position Purpose:

Equip African American Presbyterian leaders, facilitate the growth of new worshipping communities, and engage in mission, connecting African American congregations and their leaders. In partnership with mid councils and other Presbyterian Mission Agency offices, nurture strong and growing churches and empower African American leaders in the church. Be a voice for African American Presbyterians in the larger church, articulating racial justice concerns.

Roles and Responsibilities (list in order of priority):

1. In partnership with mid councils, help facilitate the development and growth of African American new worshipping communities (NWC) and congregations, and provide congregational support to transform existing African American congregations into vital and healthy churches.
2. Equip African American Presbyterians for leadership roles in the church, including male and female Ministers of Word and Sacrament, ruling elders, young adults, and other leaders, working collaboratively with the Associate for Leadership Development & Recruitment for Leaders of Color. Develop criteria for awarding event scholarships, processes for scholarship applications for individuals, and grant applications for congregations engaged in effective and innovative ministries.
3. Create African American and intercultural ministries events that promote these ministries in the church. Serve as a knowledgeable and articulate spokesperson on behalf of the Presbyterian Mission Agency promoting African American and intercultural ministries within the PC(USA).
4. In partnership with the National Black Presbyterian Caucus (NBPC), identify social justice inequities surrounding race, class and gender in the church and work to disrupt systems of injustices. Attend the biannual assembly of the NBPC, providing leadership and consultative support as needed.
5. Work collaboratively with the Coordinator for Racial & Intercultural Justice and the Associate for Gender & Racial Justice on timely statements to the church from the Stated Clerk of the PC(USA) and the Executive Director of the Presbyterian Mission Agency, following and prior to high-profile racial justice cases.
6. Coordinate and collaborate with other Intercultural Ministries & Support for Congregations of Color offices to share ideas and best practices and engage in work furthering intercultural ministries. Collaborate with other Presbyterian Mission Agency offices, mid councils, and the Associate Director of RE&WIM to develop resources and interpret African American Presbyterian mission and ministry.



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7. Partner with the field staff for African Intercultural Ministries in strengthening the relationship between African American and African immigrant Presbyterians, working in partnership with the Associate Director of RE&WIM.
8. Manage other projects as assigned.

Essential Position Requirements:

Education	• Master of Divinity or equivalent combination of education and experience.
Experience	• Commitment to Jesus Christ and to the polity and mission of the Presbyterian Church (U.S.A.) • 6-8 years of related, increasingly responsible experience. • Experience as a leader in congregational and large organizational ministry. • Experience in transforming or redeveloping existing congregations or growing new worshipping communities very helpful. • Experience with creating and implementing innovative ministries and setting and carrying out vision as a member of a ministry area team. • Experience working well with people and projects.
Required Skills	• Strong computer skills, including Word and Outlook. • Ability to work with and understand budgets and financial processes. • Strong writing and editing skills. • Self starter, with an ability to lead teams to excellence. Administrative and management skills in order to provide support to committees, mid-councils, and caucuses and councils. • Experience in organizing meetings, consultations, conferences and various types of training events. • Knowledge of race relations history in the U.S.A. and the PC(USA), African American culture, and the current and emerging needs of African American Presbyterians, including leadership development, evangelism and church growth, church redevelopment and transformation, and social justice mission and ministry. • Knowledge of or the ability to quickly learn the ministries of Racial Equity & Women's Intercultural Ministries. • Responsive with emails, phone calls, and meeting requests. • Ability to handle multiple projects and follow them through to completion, in a timely manner. • Ability to interact and communicate with individuals from different racial and cultural backgrounds
Required Competencies	• Demonstrated skills in the areas of problem-solving, integrative-thinking, communication and collaboration. • Ability to work under ambiguous situations and to deal with change. • Strong organizational skills. • Conflict management skills.
Helpful Skills	• Social media skills helpful.
Physical Requirements	• Domestic travel required. • Requires the ability to work evenings and weekend hours on occasion to support events, programs and travel. • Requires the ability to see, hear, speak, type, write, and move from one location to another while performing tasks.



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This position description is intended to describe the general roles and nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All positions are subject to changes and modifications as needed.

Incumbent Employee:

Approval

Manager

Date

Director

Date

Human Resources

☒ Exempt ☐ Non-Exempt	☒ Full-Time ☐ Part-Time	☒ Regular ☐ Temporary ☐ Term Contract	☐ Interim ☐ Elected/Confirmed
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HR Review by

Date

I have received a copy of this position description and have discussed the roles and responsibilities with my manager.

Employee

Date