

**PRESBYTERY OF DETROIT
PRESBYTERIAN CHURCH (U.S.A.)**

POSITION: Associate Executive Presbyter for Congregational Outreach and Nurture

PURPOSE: Engage in the mission of Jesus Christ by working with the Executive Presbyter, Committees, Ministry Teams, Work Groups and staff in supporting the vision, mission and program priorities of the Presbytery, to strengthen congregations missionally, pastorally, and prophetically.

RESPONSIBLE TO: Executive Presbyter

QUALIFICATIONS:

A. Professional Qualifications

1. Experience as a church pastor or active elder with experience in congregational development and transformation.
2. Experienced in strategic planning, visioning, multi-task planning, equipping laity, and organizational development.
2. Understanding, through experience and/or training, the characteristics and dynamics, propelling the life of churches, and continually build effective, vital and faithful congregations
3. Experience in community organization and energizing to achieve mission.
4. Service, as called staff or ordained active participant, at Presbytery, Synod or General Assembly level
5. Knowledge of and experience with 21st century technology.

B. Personal Qualifications

1. Evidences a commitment to Jesus Christ as Savior and Lord, and a faithful witness to Jesus Christ in word and deed.
2. Shares a commitment to the Presbyterian Church (U.S.A.).
3. Demonstrates ability to work with diverse groups without regard to gender, age, racial ethnic background, differing social, economic, or cultural backgrounds.
4. Is passionate and enthusiastic about the work, affirming and encouraging in manner, articulate and reliable, trustworthy in character, diligent in performance of assignments, flexible and collegial in relationships.
5. Able to embrace knowledge and skills needed to carry out the position faithfully.
6. Demonstrates openness to insights of others.
7. Shares vision and imagination with creative energy.
8. Demonstrates ability to work well with others.

RESPONSIBILITIES:

1. Work with the Executive Presbyter providing leadership to the Presbytery in setting and achieving its goals and objectives
2. Assist chairs of the ministry teams in imparting the vision the Presbytery, assisting them in maintaining the big picture; and assist the Committees, Ministry Teams and Work Groups in setting measurable goals for achievement and advancement in ministry throughout the year, with the expectation of year-end assessment and evaluation.
3. Maintain broad oversight and support of various Ministry teams of Presbytery and advise the Executive Presbyter as to progress of the committees in carrying out their goals and objectives:
 - a. Give specific staff support to New Church Development Ministry Team in their work of helping congregations develop New Worshiping Communities
 - b. Support the Care and Preparation for Ministry Committee, including securing their records.
 - c. Support the work of the Committee on Ministry, accept assignments as asked, and maintain the files of the clergy and congregations.
 - d. Support the work of the Mission Ministry Team and the Social Justice Ministry Team.
 - e. Aid and assist the Committee on Nominations in recruiting and training leaders for the Presbytery
4. Supervise staff: Hunger Action Coordinator, Resource Center Director, Motor City Mission Corps Coordinator, youth Hands on Mission Coordinator, and the Adult Hands on Mission Coordinator.
5. Provide support to the pastors and leaders of the Presbytery through regular visits and hospital calls, in consultation with the EP.
6. Visit in churches of the Presbytery, preaching in or worshipping with the congregations, to provide support when asked by session or pastor.

Accept and fulfill assignments upon the request of the Executive Presbyter, Coordinating Cabinet, and Teams/Committees

RELATIONSHIPS:

The Associate Executive Presbyter will be accountable to Presbytery through the Executive Presbyter who serves as Head of Staff of all administrative staff and to Presbytery Coordinating Cabinet through its Operations Ministry Team.