

**PRESBYTERIAN CHURCH (U.S.A.)
OFFICE OF THE GENERAL ASSEMBLY
Position Description**

Position Title: Manager for Call Process Support

Grade: 19

Entity: OGA

Ministry Area: Mid Council Ministries

Status: Exempt

Location: Louisville, KY

Revision Date: July 2019

PURPOSE OF THE POSITION: To provide strategic and tactical leadership, training, and networking for the PC(USA) as it relates to the full breadth of the call process, including call to ministry and leadership, so that all levels of the denomination and its church-related organizations have adequate, appropriate, and effective leadership.

REPORTS TO: Director of Mid Council Ministries

SUPERVISES: Church Leadership Connection Consultant(s)

BUDGET ACCOUNTABILITY: \$29,000

DUTIES AND RESPONSIBILITIES: (in order of importance) of the position include, but are not limited to:

1. Provide training, consultation, coaching, and networks for supporting calls to ministry and leadership with primary attention to partnership with mid councils. Provide support to presbyteries as they work with calling organizations and call seekers in transition and in various forms and ministry, giving particular attention to both organizations and individuals who have difficulty in the call process.
2. Oversee, in partnership with Director of Mid Council Ministries and CLC Consultant(s), innovation of call process support and the Church Leadership Connection (CLC) system to increase effectiveness and impact of the call process support area.
3. In partnership with staff of Constitutional Interpretation, resource presbyteries as they perform the functions traditionally performed by Committees and Commissions on Ministry as pastor, counselor, and advisor for their pastors and congregations, including addressing issues and questions related to the Constitution and COM functions, as well as the issue of healthy leaders.
4. Guide and equip CLC Consultant(s), other appropriate staff, and resources, and oversee the database system (CLC) and related policies and procedures to ensure knowledge, compliance, and good practice in supporting call processes.

5. Develop resources, including content for the website and equip.pcusa.org, and other electronic and/or print media as appropriate, to support, equip, and empower mid councils, their committees, calling organizations, and call seekers to participate more fully and knowledgeably in the call process.
6. Lead call process-related events (i.e., Face to Face) to help mid councils and calling organizations connect, engage, and discern calls with call seekers.
7. Collaborate with colleagues from OGA and other GA agencies and mid councils to support the ministries of teaching elders and their call to ministry.
8. Collaborate with other staff of Mid Council Ministries to resource presbyteries, with particular attention to matters of leadership for congregations.
9. Other responsibilities as assigned by the Director of Mid Council Ministries or the Stated Clerk.

Relationships: Works as part of the Mid Council Ministries team and in collegial manner with staff from all areas of the Office of the General Assembly.

Has regular contact with call seekers, representatives of search committees, presbytery leaders, seminary staff, and members of committees related to Mid Council Ministries.

Skills, experience and competencies:

- Active member of the Presbyterian Church (U.S.A.) with understanding of, and commitment to, the basic principles of Presbyterian polity, theology, and practice;
- A person of mature faith in Jesus Christ and an enthusiastic commitment to the mission of the Presbyterian Church (U.S.A.);
- Experience with the PC(USA) call system and presbytery ministry committees/commissions;
- Ability to work in a consultative and collaborative style within and across the denomination;
- Experience developing resources and training programs;
- Fluency in English with strong spoken and written communication skills;
- Ability to maintain confidentiality;
- Demonstrated strong technology skills including web applications and ability to update skills as needed;
- Demonstrated cultural proficiency;
- Ability to effectively manage interpersonal relationships.

Education: College degree. Graduate degree from a Presbyterian seminary preferred.

Sensory or Physical Requirements: Ability to do extensive computer work and travel carrying computer equipment.

Desired Qualifications:

- Fluency in Spanish and/or Korean.
- Experience with coaching, spiritual formation/direction/discernment, and mentoring

We have reviewed this position description and believe it to be accurate.

Employee's signature

Date

Supervisor's signature

Date

The Presbyterian Church (U.S.A.) retains the discretion to add or to change the functions, responsibilities, and/or minimum qualifications for this position at any time.

The Office of the General Assembly is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, class, religion, country of origin, political belief, (dis)ability, age, gender identity, sexual orientation, protected veteran status, or any factor protected by law. Members of underrepresented groups are encouraged to apply.