

**SYNOD OF THE NORTHEAST
PRESBYTERIAN CHURCH (U.S.A.)**

POSITION DESCRIPTION

TITLE: Temporary Facilitator for Ministry Support for the Synod of the Northeast

PURPOSE: Working with and through the Administrative Assistant/Communications Coordinator and under the supervision of the Executive for Administration/Stated Clerk, consult with, support, and facilitate coordination of the ministry of the Presbytery Partnership Groups, racial ethnic caucuses and other Synod-related entities; maintain communications with assigned groups to deepen the sense of trust and understanding within and among groups; strengthen the connectionalism of the Presbyterian Church (U.S.A.) within the Northeast. Assist the Synod in moving from a staff dependent ministry model. [previously the responsibility of the Executive for Partnerships]

ACCOUNTABILITY: The Temporary Facilitator for Ministry Support is accountable to the Executive for Administration/Stated Clerk as head of staff.

RESPONSIBILITIES:

- Maintain contact and support for conveners and scribes of the five Presbytery Partnership Groups
- Assist the Presbytery Partnership Groups in drafting the required contracts when PPGs engage independent contractors.
- Maintain contact and provide support to the Council Committee on Grants as the Committee distributes and supervises use of Synod Grants and approves grant requests to be forwarded to other entities
- Support the work of racial ethnic caucuses and other racial ethnic groups within the Synod; encourage groups throughout the synod to encourage and support racial ethnic leadership development.
- Maintain contact and provide support for synod representatives to the Tri-Synod Hispanic Leadership initiative and to the African American Church Growth Strategy Group.
- Maintain occasional communications with constituent groups such as Public Policy Advocacy Network (PPAN), Presbyterian Women in the Synod, Early Ministry Institute Design Team, etc.
- Work with Synod staff and assigned groups to move the Synod away from a staff dependent model for carrying out its ministry
- Other duties related as assigned

January 13, 2011

QUALIFICATIONS:

- Membership in the Presbyterian Church (U.S.A.) with thorough knowledge of the denomination, its polity and mission and theologically grounded in the Reformed theology with preference for a Minister of the Word and Sacrament or an Elder.
- Previous experience in governing body, church related agency, or in other work that bridges regional and cultural differences.
- Demonstrated skill in working consultatively and in collaboration with others, in fostering a multi-cultural and multi-racial environment; and in working with persons in diverse cultural settings.

EVALUATION: The Executive for Administration/Stated Clerk will conduct informal reviews at three-month intervals.

TERMS OF EMPLOYMENT: The Temporary Facilitator for Ministry Support is a temporary part-time (average of 15 hours per week) exempt position appointed by the Executive for Administration/Stated Clerk in consultation with the Chair of the Council Committee on Personnel for a period of up to six months with possibility of extension if needed and with provision for withdrawal by either party with 30 days notice. The salary range for the position is governed by the Salary Administration Policy of the Synod with the actual salary being proposed at the time when the position is offered.

The person filling this position is ineligible to serve as an independent contractor for any of the Presbytery Partnership Groups during the period of employment.