



Grace Presbytery
missional. relational. connectional.

Regional Ministry Associate, South

Job Description

The role of the Regional Ministry Associate (South) is to support ministry leaders in an ever-changing environment and culture as our churches discern and navigate their way toward vitality and new ways of being and doing church. The Regional Ministry Associate, South will create and foster an ecosystem of care, mutual support, and fellowship of the South Region churches while connecting the work of these churches to the larger ministry of Grace Presbytery. This is a part-time, 20 hour/week salaried position with benefits.

The following functions are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities as other duties may be requested or assigned.

General Responsibilities

Equip and resource the Congregational Vitality Committee, including the South Region CVC Subcommittee.

Coordinate and host monthly gatherings for pastors in the region.

Encourage and support pastors and church leaders by acknowledging in phone calls or notes special days in her/his life, birthdays, anniversaries etc.

Help ministry leaders function effectively in their leadership roles by having a keen awareness of our changing culture and their context for adaptive change.

Bring churches together to resource one another.

Coordinate resources to assist churches to fulfill their ministry goals.

Creatively resource and participate in the Committee on Ministry while maintaining appropriate boundaries and confidentiality.

Be in the South Region at least 60% of the time.

Work collaboratively with the other Regional Ministry Associates for the North, East, and West Regions, as well as the whole presbytery staff team.

Organizational Structure

Immediate Supervisor: Associate Executive Presbyter

Direct Reports: N/A

Universal Competency Requirements

Adapted for the Presbyterian Church publication “Standards of Ethical Conduct,” approved by the 210th General Assembly, all employees of Grace Presbytery are expected to display the following qualities as summarized below:

1. **Integrity** – Employees are expected to be honest, truthful, respectful of others and supportive of the ministry of the church. Employees must refrain from gossip, abusive speech, and exploitation of others. They should honor relationships while recognizing their own personal limits.
2. **Stewardship** – Employees are expected to be accountable, to use resources responsibly and to take appropriate actions within their responsibilities.
3. **Quality** – Employees should always exercise sound judgment in carrying out their responsibilities and spend their time on the most important functions of their job, thus producing the best possible results.
4. **Service to Others** – Employees are expected to use their authority and influence constructively and considerately.
5. **Balance** – Employees must maintain a healthy balance among their primary job functions, commitments to their families, other primary relationships, and the need for spiritual, physical, emotional, and intellectual renewal.

Core Competency Requirements

1. **Communication** – Employee communicates openly in a timely manner; listens to others; speaks and writes clearly; shares information appropriately; keeps others well informed; encourages others to share contrary views; and responds to messages and requests promptly.
2. **Adaptability/Flexibility** – Employee deals effectively with change and uncertainty; copes well with stress and pressure; is patient; maintains a positive outlook; deals constructively with mistakes and setbacks; and looks for ways to help the organization.
3. **Teamwork** – Employee works together to achieve successful outcomes; seeks input from others and win-win solutions; supports a shared purpose; builds relationships; supports others to achieve success; and knows when to compromise and find mutually acceptable solutions.

Qualifications

Skills in effectively leading a variety of groups.

A PCUSA Teaching Elder, Commissioned Pastor or knowledgeable Ruling Elder

A sense of humor, including an ability to take ministry seriously without taking themselves too seriously.

Extensive experience and knowledge of the work and ministry of the PCUSA

Multicultural sensitivity

Excellent interpersonal skills

Confidentiality and discretion

Adaptable, flexible with the ability to relate to people with a variety of interests/opinions – and churches in various stages of their life cycles.

Ability and desire to function as part of a staff team.

Self-motivating, able to prioritize time and to organize tasks effectively.

Job duties require some travel.

Contact:

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