

POSITION DESCRIPTION
INTERIM COMMITTEE ON MINISTRY COORDINATOR
JOHN KNOX PRESBYTERY

PURPOSE: To support and resource all aspects of the work of the Committee on Ministry (COM) and the congregations and ministers this committee serves.

HOURS: This is a 15-hour per-week position.

ACCOUNTABILITY AND RELATIONSHIPS:

- Employed by the John Knox Presbytery under a one-year contract.
- Selected by and accountable to the Personnel Committee of the John Knox Presbytery. Primary working relationships will be with the co-moderators of the Committee on Ministry and with the revisioning executive presbyter.

PREFERRED QUALITIES of the person to hold this position:

- Strong interpersonal and written communication skills;
- Ability to work within and interpret Presbytery and COM policies and procedures;
- Creativity and collaboration, both in problem-solving and opportunity-envisioning;
- Flexible as to time and travel, if needed (though much of the work will happen electronically, by phone or Zoom);
- Ability to navigate potentially conflicted settings.
- Ordination in the PCUSA as a teaching elder or a ruling elder.

GENERAL RESPONSIBILITIES:

This person will work closely with the co-moderator(s) of the Committee on Ministry to identify and prioritize the work from among these areas of general responsibility...

- Serve as the initial contact for all COM-related inquiries from congregations and teaching elders.
- Assist / support / train COM members serving as contact persons for sessions and PNCs during the call process. Serve as the presbytery contact with CLC (denominational call program).
- Coordinate the new pilot liaison program, in collaboration with the co-moderators. Design training and supervision for liaisons.
- Co-ordinate an outreach program with retired teaching elders and the deeper participation of retired teaching elders in the life of JKP.
- Support COM moderator(s) on COM procedures and processes, as well as primary follow-up with persons receiving COM assignments.

EVALUATION: An annual review/evaluation is conducted by the Personnel Committee, with input from the co-moderators of COM and the executive presbyter.

VACATION: 4 Weeks paid vacation

TERM: One-year position only, 2023-24, subject to future clarity on presbytery structure.