

ASSOCIATE PRESBYTER FOR MISSION JOB DESCRIPTION

The Associate Presbyter for Mission will work for the Presbytery of West Virginia in the areas of Older Adult Ministries, Hunger Action and Social Justice. He or she will work as an advocate, pastor and educator, assisting in the mission needs of the Presbytery, as well as mission issues supported by the PCUSA. This position will be divided as follows: ½ time Older Adult Ministry, ¼ time Hunger Action, ¼ time Social Justice. It is understood that this is a rough estimate and that time may vary based on the needs of the WV Presbytery.

ACCOUNTABILITY: He/she shall be accountable to the Presbytery of West Virginia and will be supervised by the General Presbyter.

RELATIONSHIPS: The Associate Presbyter for Mission will relate directly to the Mission Committee.

COMPENSATION: Specified in the letter of appointment and reviewed annually by the Administration Committee.

EVALUATION: An annual performance review and evaluation by the Administration Committee.

TERMINATION: By mutual consent of the Associate Presbyter for Mission and the Presbytery, or by action of Presbytery, upon written recommendation of the Administration Committee (G-3.0110). Fair and adequate notification shall be given to the Associate for Mission and to the Presbytery.

PERSON DESCRIPTION

The Associate Presbyter for Mission should have these qualifications, characteristics, and abilities:

1. A personal commitment to and relationship with God.
2. A strong biblical grounding in the Christian faith.
3. Membership in Presbyterian Church (USA) and an appreciation for the beliefs and faith commitments of others. Preference will go to Teaching or Ruling Elders within the PCUSA.
4. Demonstrated skills and experience in communicating with groups and individuals.
5. Ability to respond appropriately and constructively to conflict and to promote understanding and reconciliation.
6. Knowledge of governmental, church-related and independent resources available to older adults and their caregivers, hunger action initiatives and social justice programming.
7. The ability to find and maintain a balance between the various aspects of this position and its multiple relationships.
8. The ability to travel within West Virginia.

MINISTRY WITH OLDER ADULTS

1/2 TIME

PURPOSE:

The Associate Presbyter for Ministry with Older Adults shall encourage and support ministry with older adults within the Presbytery of West Virginia. One major aspect of this ministry will be working with congregations to assist in the development of appropriate responses to older adult needs and opportunities. A second major aspect will be as resource person for program development to meet the needs of residents of facilities under contract to Presbyterian Housing Foundation of West Virginia, Inc., and to provide support to resident managers and social service coordinators employed by Presbyterian Housing Foundation of West Virginia, Inc.

RESPONSIBILITIES:

- A. To develop and provide seminars that will meet the needs of residents of facilities under contract to Presbyterian Housing Foundation of West Virginia, Inc. Subject areas may include, but not be limited to, health, insurance, finance and law.
- B. To acquire and share knowledge of social and financial resources available to older adults through governmental and church related entities.
- C. To assist in the provision of pastoral care for residents of facilities under contract to Presbyterian Housing Foundation of West Virginia, Inc., using both Presbyterian and ecumenical resources.
- D. To offer supportive counsel to resident managers and social service coordinators employed by Presbyterian Housing Foundation of West Virginia, Inc., as they seek to deal with problems and frustration in their work.
- E. To serve as a communication link between Presbyterian Housing Foundation of West Virginia, Inc., residents, and resident directors as needs and issues require.
- F. To be an advocate for ministry with older adults in the Presbytery of West Virginia
- G. To consult with local congregations and assist them in designing ministries with and for older adults.
- H. To be a resource in the training of local church leaders in appropriate responses to the needs and opportunities of older adults.
- I. To develop and provide seminars that will meet the needs of congregations.
- J. To assist ministers with members of their congregation who are in crisis situations.

RELATIONSHIPS:

The Associate Presbyter for Ministries with Older Adults will work closely with the resident managers and social services coordinators, and in consultation with the General Presbyter and other Presbytery staff. He/she will work collaboratively with the Mission Committee. It is anticipated that 60% of the person's time will be used in response to Presbytery-related needs and 40% will be used in response to West Virginia Management-related needs.

ASSOCIATE FOR PRESBYTER FOR MISSION - HUNGER ACTION ENABLER

1/4 TIME

PURPOSE: The Associate Presbyter for Mission, Hunger Action Enabler, shall interpret and implement within the Presbytery of West Virginia the denomination's hunger action program at the local, regional and national level with emphasis on these five aspects: direct food relief, development assistance, education and interpretation, public policy, and lifestyle integrity.

RESPONSIBILITIES:

- A. Be a spokesperson for Hunger Action within the Presbytery through:
 - 1. Cents-Ability – assistance to congregations in the adoption and promotion, general promotion within the Presbytery, implementation of adopted uses of the funds.
 - 2. Resourcing and training – establish resource files, disseminate relevant information, develop and train a Hunger Network, provide education and training to local congregations.
 - 3. Project Development – assist in local congregations/agencies, seek areas of need, work with established projects.
 - 4. Resource and report to the Hunger Action Ministry Team regularly and to the Mission Committee and/or Presbytery as requested.
- B. Serve as a link between the Presbytery and other governing bodies and agencies in the areas related to Hunger Action.
- C. Serve as staff resource for the Self-Development of People Committee.

ASSOCIATE PRESBYTER FOR MISSION - SOCIAL JUSTICE MINISTRY

1/4 TIME

PURPOSE: The Associate Presbyter for Mission, Social Justice, shall interpret and implement within the Presbytery of West Virginia the denomination's Social Justice Ministry focuses at the local, regional and national level. He or She will support and assist in developing the Social Justice ministries within the congregations of the WV Presbytery and educate the Presbytery on social justice issues embraced by the denomination.

RESPONSIBILITIES:

- A. Be a spokesperson for Social Justice Ministry within the Presbytery through:
 - 1. Maintaining the Mission database featuring mission opportunities within the WV Presbytery.

2. Resourcing and training – establish resource files, disseminate relevant information to provide education and training to local congregations.
 3. Project Development – assist in local congregations/agencies, seek areas of need, work with established projects.
 4. Emergency/ Disaster Assistance-work with the denomination in emergency situations to assist congregations within the Presbytery.
 5. International partnerships-assist with the education, development and promotion of the Presbytery's international partnerships within the Presbytery. He or She will also be actively involved in mission trips to partnering Presbyteries.
 6. Resource and report to the Mission Committee regularly and/or Presbytery as requested.
- B. Serve as a link between the Presbytery and other governing bodies and agencies in the areas related to Social Justice Ministry. This will include working as a resource in connection to the PCUSA's National Office in Washington D.C and the United Nations.
- C. Work in connection with the WV Council of Churches and with the General Presbyter who is the Presbytery's Board representative.