

**Interim Congregational Care Coordinator Job Description**  
**Full time position**  
**Presbytery of Milwaukee**

The Presbytery of Milwaukee is home to 42 congregations and serves 7000 members living in 11 counties in southeastern Wisconsin. This region includes a range of rural, urban and suburban geography. The Presbytery is also home to Carroll University, a Presbyterian related college in Waukesha, and Presbyterian Homes of Wisconsin, an older adult living community. The Presbytery of Milwaukee strives to embody the following core values in its work.

**Core Values**

**Leadership:** *Equipping and sustaining leaders who will serve with energy, intelligence, imagination and love.*

**Community:** *Fostering connections among healthy congregations to share God's love and live the Gospel of Jesus Christ.*

**Trust:** *Entrusting ourselves to one another so that we reflect who God calls us to be.*

**Risk:** *Creating an atmosphere that encourages risk taking for the sake of the Gospel.*

**Role and Responsibilities**

The Congregational Care Coordinator's primary function is to provide staff oversight for and coordinate the work of the Commission on Ministry (COM), and Committee on Preparation for Ministry (CPM).

This person must be deeply committed to carrying out organizational Core Values as well as the Guiding Principles, Mission and Vision as reflected in the By-laws (which are currently under revision-see <http://www.pbymilwaukee.org>).

The position will report directly to and work closely with the Transitional Presbytery Leader. Specific responsibilities are to:

1. Work in conjunction with the COM Moderator(s) to develop a proactive approach towards the work of the COM. This includes:
  - Generate agenda and reports for COM monthly meetings,
  - Develop processes and structures that institute the Book of Order as it relates to the COM (G-3.0301a-c, and G-3.0303 c, d, e, f).
  - Provide oversight of sub-committees;
  - Communicate monthly with COM liaisons
2. Provide COM with administrative support, including:
  - Provide support for judicial and/or administrative commissions.
  - Maintaining minister files and church files;
  - Including annual updating list of pulpit supply,
  - Assisting in planning for neutral pulpits,
  - Putting Ministry Information Forms on-line.

3. Oversee training and development for COM including:
  - Coordinating new member orientation,
  - Creating resources for ongoing skill development;
4. Initiate communication with COM when notified of a congregation/pastor concern and coordinate follow-up to appropriate groups.
5. Work with CPM to:
  - Update CPM policy,
  - Generate a list of ordination exam readers;
  - Provide administrative oversight for the Towner Scholarship,
  - Serve as contact for Midwest Ministry.
6. Serve as liaison to the Board of Pensions for individuals and congregations which includes:
  - Attending BOP annual meeting,
  - Tracking delinquent reports,
  - Working with retirees luncheon,
  - Helping congregations with vacancy dues,
  - Working with Shared Grants.
7. Supervises the Pastor to Pastors

### **Educational Qualifications**

B.A., Masters Preferred

### **Experience Qualifications**

- Operates from a spiritual foundation.
- Strong team player with a creative collaborative working style.
- Excellent project planning and prioritization skills.
- Demonstrated ability to motivate and manage volunteers.
- Able to work with people of various age, gender, ethnicity and theological frameworks within the PC USA.
- Honors confidentiality.
- Has an understanding of Family Systems Theory.
- Knowledge of change management approaches.
- Demonstrates flexibility in an ever-changing work environment
- Creative problem solving.
- Strong verbal, written and presentation skills.
- Proficient in Microsoft products.

Please send your PIF or resume to Jenny Gleichauf at [jgleichauf@sbcglobal.net](mailto:jgleichauf@sbcglobal.net). Applications will be accepted through Friday, October 6.