

Savannah Presbytery

Director of Pastoral and Ecclesial Care

Overview: The primary function of this position is to work with pastors and churches in carrying out the ordinary responsibilities of ministry and to provide support in times of transition or difficulty.

Essential Functions:

1. Serve as the Presbytery's first point of contact on ecclesial questions and concerns, pastoral transitions and searches, terms of call, and pastoral care.
2. Serve as one of three directors of the presbytery, as a Presbytery Trustee, and as an Ex-Officio member of the Presbytery Council
3. Staff and consult with Committee on Ministry (Chaired by the Associate Director of Pastoral and Ecclesial Care) and the *PCUSA Book of Order* to "find in order" calls issued by churches, the examination of ministers transferring from other presbyteries, the dissolution of pastoral relationships, and the dismissal of ministers to other presbyteries.
4. Staff the Committee on Preparation for Ministry to prepare candidates for ordination as Minister of Word and Sacrament and commissioning as Commissioned Ruling Elders and Trained Ruling Elders.
5. Foster relationships between pastors, churches, and the Presbytery.
6. Assist pastors and churches by providing support, resources, and potential solutions.
7. Create support/peer groups for pastors and presbytery leaders when called for.
8. Engage educational opportunities of the General Assembly and Synod as needed.
9. Participate in special worship services of the Presbytery as needed.
10. Submit reports to the Director of Administration/Head of Staff.
11. Conduct confidential Presbytery-to-Presbytery reference checks on minister candidates.
12. Serve as contact for the Presbytery's trainings including child and vulnerable adult abuse prevention, boundaries and harassment, and anti-racism as required.
13. Serve as pastoral and ecclesial support in times of natural disasters connecting with Presbyterian Disaster Assistance as needed.
14. Attend continuing education and training programs to develop best practices.

Knowledge, Skills, Abilities and Other Characteristics

1. Ordained Elder or Minister of Word and Sacrament
2. Vibrant and active Christian faith
3. Active member of PC(USA) congregation or Presbytery
4. Commitment to Reformed theology and familiarity with Presbyterian polity
5. Proven track record working collaboratively with and through teams
6. Ability to set own goals and schedule and function independently
7. Good communication skills
8. Available for Sunday travel to worship and church meetings as needed and as requested.
9. Innovative and creative in work providing active presence in presbytery activities
10. Commitment to building relationships throughout Savannah Presbytery and beyond

Compensation

This is a salaried "flex-time" position requiring 15 hours per week, on average.