Executive Director

Position Description

Tuesday, April 21, 2020

MISSION:

The Pennsylvania Council of Churches is a voluntary association of separate and autonomous Christian churches within the Commonwealth of Pennsylvania through which its members seek to manifest their fellowship (koinonia) with one another, to engage in common ministries of witness and service, and to advance toward the goal of visible unity.

PURPOSE OF POSITION:

To serve as the principle executive officer of the Pennsylvania Council of Churches, who reports to the board of directors and provides leadership so that the Council may be in partnership with its member denominations to proclaim the Gospel of Jesus Christ and respond to matters of justice.

RESPONSIBILITIES:

1. Implement the policies and programs approved by the Council's Governing Board by assisting in the board's continuing implementation of its vision, encouraging wholeness, strengthening relationships, and promoting unity among its participating constituencies;

2. Provide leadership for and supervision of Council staff, arranging for appropriate staff resources for all Council structures. Council staff positions include, but are not limited to, the Director of Public Advocacy, the Director of Facilities and Finance, a Print Shop staff person, and two support staff persons.

3. Develop collegial, fiscal, and partnership relationships with denominational leadership and other Christian associations and ecumenical bodies, including with those that have not traditionally been part of the Council;

4. Convene regional meetings of members where needed and attend denominational/judicatory annual meetings;

5. Provide leadership on behalf of the Council for its exploration of the theological/Biblical bases for ecumenical and denominational ministry;

6. Provide leadership on behalf of the Council as it responds to the social justice concerns of its regional communities;

7. Provide leadership in effecting strategic communication, such as development and maintenance of social media, a website, and other appropriate means within and among all Council structures and with member denominations;

8. Attend national meetings as directed by the Board of Directors.

9. Provide resources to enable member traditions to promote ecumenical thought and action within their congregations.

10. Provide leadership in development and implementation of the Council's fundraising plans.

RELATIONSHIPS:

The Executive Director will -

1. be the principle executive officer of the Council and the chief resource to all Council structures;

2. be the head of staff, the supervisor of staff, and promote an atmosphere of collegiality;

3. be in communication with the executive leadership of member denominations;

4. be in communication with the executive leadership of other state councils of churches as well as national ecumenical bodies;

5. build relationships with other statewide and ecumenical organizations;

6. affirm that although we are a Christian organization, we are also called to establish inter-religious relationships with all traditions of good will to help create a new climate in the Commonwealth of Pennsylvania that exhibits the best of our shared values.

QUALIFICATIONS:

1. Has personal faith in Jesus Christ, knowledge of the Scriptures, and an ecumenical theology with a deep appreciation for diverse Christian traditions, including a deep knowledge of and appreciation for diverse ecclesiastical traditions;

2. Demonstrates the ability to facilitate a culture of ecumenism and appreciation of diverse Christian traditions;

3. Has proven administrative skills;

4. Demonstrates good interpersonal skills, the ability to understand and develop interpersonal relationships, and when needed, the ability to effectively engage in conflict resolution;

5. Demonstrates a commitment to ecumenism;

6. Demonstrates a command of written and verbal communication;

7. Demonstrates success in fund raising activities and development strategies;

8. Is a member in good standing of one of the Council's member denominations (ordination strongly preferred);

ACCOUNTABILITY:

The Executive Director is accountable, through the Executive Committee, to The Governing Board. An annual personnel review shall be conducted of the Executive Director by the Personnel Committee.