

Cooperative Baptist Fellowship of North Carolina

POSITION DESCRIPTION

Helping Pastors Thrive Program Director
(February 2019)



COOPERATIVE BAPTIST
fellowship
OF NORTH CAROLINA

The purpose of the Cooperative Baptist Fellowship of North Carolina's *Helping Pastors Thrive (HPT)* Program is to provide N.C. pastors ongoing opportunities and environments for relational learning, spiritual formation, and professional development in the practices of Christian ministry across the vocational life span. The Program Director for *HPT* will oversee all aspects of the program outlined by the proposal approved and funded by The Lilly Endowment's Thriving in Ministry initiative. The Program Director will report directly to the Associate Executive Coordinator.

The Program Director of *HPT* will be employed for the duration of the program as funded by the Lilly Endowment, approximately five years. The position is full-time and salary and benefits are commensurate to experience.

THE PREFERRED QUALIFICATIONS OF THE PROGRAM DIRECTOR ARE:

- 1) Active in Christian faith
- 2) Master's degree in related field
- 3) Deep familiarity of the vocation of pastoral ministry

THE PROGRAM DIRECTOR'S RESPONSIBILITIES ARE:

- 1) Coordinate the initial design of the *HPT* program's three initiatives.
- 2) Form the *Helping Pastors Thrive* Steering Committee and give leadership to the committee that provides oversight and guidance to the *HPT* Program.
- 3) Implement programming for the three initiatives as laid out in the *HPT* proposal.
- 4) Manage the *HPT* budget and provide proper reporting to the *HPT* Steering Committee and to the CBFNC Finance Committee.
- 5) Provide leadership and oversight of evaluation of the effective process, impactful content, and outcomes that meet the program's goals.
- 6) Provide all communication and reports to Lilly Endowment as required by the grant.
- 7) Collaborate with the CBFNC staff to maximize the effectiveness of the *HPT* program and to enhance the mission of CBFNC.
- 8) Advocate and raise funds for the program's sustainability beyond the time of the Lilly grant's funding in collaboration with the Financial Development Committee.
- 9) Provide consistent reports to the Coordinating Council, Leadership Development Council and others in the CBFNC ecosystem.
- 10) Visit churches, clergy, and partners to share information about the *HPT* program and to promote partnership with CBFNC.
- 11) Attend to other duties that may be assigned as the work and mission of CBFNC may require.