

**POSITION DESCRIPTION: Search and Call Associate (part-time)**

**Penn Northeast Conference - United Church of Christ**

**Revised Date: March 2018**

**Position Type: Administrative Position**

**Primary Accountability: Conference Minister**

**Focus:**

The primary purpose of every PNEC staff member is to work together to accomplish the mission of the Conference which is to support pastors, grow congregations and build up the Body of Christ. The primary goal of this position is to help the Conference Minister and the Search and Call Team resource congregations as they prepare for a pastoral search, conduct that search and call a pastor. The Search and Call Associate shall assist with Search Committee orientation and training, as well as support the Search Committee in its work. This position is hired and supervised by the Conference Minister.

**Responsibilities:**

1. Resource congregational search committees through providing orientation, training and support as the committees move through the Search and Call process.
2. Serve as a Coach with the search committee holding them accountable for the completion of their tasks.
3. Work in collaboration with the Conference Minister and the Search and Call Team to assure congregations are supported during the transition process.
4. Resource, with the Conference Minister, the work of the Search and Call Team

**Qualifications:**

- May be an authorized minister of the United Church of Christ with standing or eligible for standing in the UCC but this is not required.
- Must have an enthusiastic commitment to the Christian faith.
- Have knowledge of the Search and Call process and the national and conference resources to be used.
- Ability to reflect and present the best practices for search committees, helping them anchor in prayer.
- Have five to eight (5-8) years of experience in local church settings
- Be emotionally mature and self-authenticated, with a well-developed leadership style that is grounded in a deep faith.

Approved: PNEC Staff and Personnel Committee on 3/20/18

PNEC Board of Directors Approved on \_\_\_4.11.18\_\_\_\_\_