

The Presbytery of Long Island Position Description

TITLE

Associate for Congregational Resourcing

PURPOSE

This position is designed to provide congregations, councils, committees, partnerships, work groups, teams and staff with a diversity of program resources and to manage the Presbytery Resource Center.

ACCOUNTABILITY

The Associate works under the supervision of the Executive Presbyter and is accountable to the Presbytery through the Personnel Committee, which reports to the Shepherding Council.

RESPONSIBILITIES

- a) Assist congregations, pastors, leaders and staff in determining program needs, strategies and appropriate resources.
- b) Provide and deliver a diverse range of resources and services for congregations, pastors, leaders and staff, and for presbytery councils, committees, partnerships, work groups, teams and staff. Emphasis will be given to Christian Education, church transformation, leadership development, spiritual formation, stewardship, and fundraising.
- c) Manage the Resource Center in consultation with the Partnering Congregations Team. This includes promoting the Resource Center, ordering new materials, cataloguing, shelving, and displaying resources; maintaining the circulating process, and overseeing the Resource Center finances.
- d) Act as the primary staffing liaison for the Partnering Congregations Team and for its attendant work groups.
- e) Serve as ex officio member of the Shepherding Council, without vote.

RELATIONSHIPS

The Associate serves the Presbytery as a member of the staff team which is supervised by the Executive Presbyter.

The Associate is guided by the Partnering Congregations Team in fulfilling management responsibilities for the Presbytery Resource Center.

The Associate maintains relationships with congregations, pastors, leaders, staff, and with councils, committees, work groups and teams regarding program resources and services.

The Associate may participate in Synod partnerships or in partnerships with other presbyteries as invited and with the approval of the Executive Presbyter.

TERMS

- a) The Associate for Congregational Resourcing is a half-time exempt position (seven units or approximately 25 hours per week), and is elected by the Presbytery to a continuing term for up to five years. The position will be evaluated every five years to determine whether the position should continue, be changed, or be eliminated. If the position continues, the person may continue.
- b) The Associate for Congregational Resourcing's work performance will be reviewed annually and comprehensively every five years. The review shall be according to the Personnel Policy of the Presbytery of Long Island.
- c) The Personnel Committee will recommend to the Presbytery on an annual basis salary, pension/medical and other benefits, in accordance with the Personnel Policy.
- d) In all other matters regarding this position, the Personnel Committee shall be guided by the Personnel policy.