

**JOB DESCRIPTION: CULTIVATING ENOUGH IN THE CARE OF CLERGY
(PROGRAM DIRECTOR)**

Title: Program Director: *Cultivating Enough in the Care of Clergy*

Reports To: Executive Presbyter (in partnership with the Associate Presbyter)

Terms: *This is a full-time salaried position for a five-year period. The contract could potentially be extended for an agreed upon term in conversation with the Executive Presbyter and Associate Presbyter after the completion of the first term.*

The Program Director of the Ministry and Leadership Incubator will serve as the primary coordinator and developer of the pastoral fellowship known as *Cultivating Enough in the Care of Clergy*. This initiative is designed to convene cohorts of pastors in three distinct categories, i.e. church planters, congregations in communities of color, and small churches, to nurture and empower health and wellness essential for ministry leadership in their given contexts. This initiative and related personnel is funded by the *Thriving in Ministry Grant* through the Lilly Foundation. Under the supervision of and with input from the Executive Staff of the Presbytery of Philadelphia, the Program Director will:

- Understand and communicate the vision of the Ministry and Leadership Incubator's *Cultivating Enough in the Care of Clergy pastoral fellowship*, per narrative written for the Lilly Endowment's Thriving in Ministry Initiative and in partnership with the Associate Presbyter and Executive Presbyter;
- Research and develop necessary curriculum, media, branding, and resources for program that responds to and builds upon the learnings of the 2020 Planning Grant and contributions of the pilot braintrust of clergy; this includes collaboration with an appropriate contracted design and content consultant;
- Convene necessary listening sessions and one-on-ones with relevant pastors in the contexts noted above. Leverage the data collected from these sessions and the data collected in 2020 a relevant program that responds to the identified needs and interests of pastors;
- Recruit and convene annual cohorts of pastors who represent the categories: congregations in communities of color, small churches, and church (re)planters;
- Recruit and resource appropriate leadership, facilitator(s), coaches, spiritual directors, and participants of an identified cohort(s);
- Coordinate elements of the program related to community and spiritual formation, retreat implementation, etc.
- Develop marketing and communication strategies, alongside provided administrative support, to share with prospective participants, presbytery, church sessions, grant providers, academic institutions, denominational/ecumenical partners, etc.;
- Manage the budget, explore and secure additional funding streams or grant possibilities as needed;

- Ensure the Ministry and Leadership Incubator: Cultivating Enough in the Care of Clergy adheres to all guidelines, reportings, and requirements per the terms of the Thriving in Ministry Grant from Lilly Endowment;
- Research related programs locally and nationally and collaborate with existing and new thought partners who could help enhance the program essential to provide clergy care in these identified contexts;
- Regular evaluation of the program to assure the initiative is responding to the needs of the pastors intended to serve, make necessary adjustments and pivots as appropriate;
- Other duties as assigned by the Executive and/or Associate Presbyter.

Required Knowledge, Skills and Competencies:

- Experienced practitioner in congregational ministry and pastoral care;
- Demonstrates proactive leadership and creative thinking for the 21st century church;
- Competency and sensitivity to differences in theology, cultures, ethnicity, race, gender, and sexual identity.
- Comprehensive knowledge of the Presbyterian Church (USA), its polity and theology.
- Strong skills in communication, including written, verbal, and digital media.
- Strong organizational and administrative skills
- Committed networker in the church, community, ecumenical, interfaith, and professional realms;

Credentials:

- Minister of Word and Sacrament- Master of Divinity from PCUSA-recognized seminary

Evaluation:

Evaluation is an ongoing process. Results that are expected within various time frames will be measured. At least annually, the Program Director shall have a performance review conducted by the Executive and Associate Presbyter.

Compensation

This position is an ordained position and validated ministry of the Presbytery of Philadelphia. Minimum effective salary of \$60,000 plus benefits.