

Job Description for the Director of Ministries Ministry Council of the Cumberland Presbyterian Church

Title: Director of Ministries

Accountable: Under direct employment of and responsible to the Ministry Council.

Purpose: To give executive leadership to the Ministry Council (Council) in the accomplishing of the duties defined in its Bylaws.

Responsibilities:

1. General Duties. The Director of Ministries will:

- a. Serve as the principal executive officer of the Ministry Council and shall be primarily concerned with matters pertaining to the purpose of the Ministry Council as outlined in the Bylaws and approved by the General Assembly;
- b. Along with the Chairperson of the Council, or another person designated by the Council, represent the Council at the meeting of the General Assembly and report back;
- c. Serve as spokesperson for the Council in interpreting its actions;
- d. Serve as liaison with all entities of the General Assembly.

2. Specific Duties. The Director of Ministries will:

- a. Serve as the team leader of the Global Ministries Leadership Team;
- b. Serve as the resource person for the Ministry Council in preparation for and during the meetings of the Council, including the preparation of the agenda for the meetings in consultation with the Executive Committee;
- c. Assist the Council in short and long term planning and in identifying the vision for the ministry of the Church;
- d. See that the decisions of the Council are implemented;
- e. Coordinate fund-raising efforts for the ministry (programming) teams under the direction of the Council; this fund-raising would include endowments;
- f. Direct the budget planning process and help determine priorities for the Church's program ministries;
- g. Serve as treasurer for the Ministry Council;
- h. Employ personnel for the work of the Council and administer employment decisions in consultation with the Council or Executive Committee;
- i. Facilitate the development of leadership teams for specified ministry areas with special attention to creating a team spirit through the designated team leaders;
- j. Prepare annual reports, financial statements, budgets, and any other reports deemed necessary for the Council's information, approval, and dissemination;
- k. Work with the Council in determining specific areas of ministry, descriptions of each ministry area and the roles of advisory committee members;
- l. Foster ecumenical relationships in program ministries;
- m. Evaluate staff and enhance staff skills through continuing education;
- n. Promote the program ministries and foster open and creative lines of communication;

- o. Assure that the ministries, programs, activities, and publications/communications of the Cumberland Presbyterian Church are global in nature; that is, relevant to Cumberland Presbyterians whose first language is not English;
- p. Travel as necessary outside the USA to overseas presbyteries and ministries in order to gain a better understanding of their situation, needs, and wishes;
- q. Perform such other duties as assigned by the Ministry Council.

Special Requirements:

The position of Director of Ministries requires a person who:

- a. Is able to work with the Ministry Council in identifying and articulating the Cumberland Presbyterian Church's vision for ministry;
- b. Is competent in public relations, interpersonal relationships, trust-building, leadership development, financial planning and reporting;
- c. Understands the cultural and global diversity of the Church and has demonstrated a willingness to work with people of other cultures and languages; cross-cultural experience preferred;
- d. Is able to develop team leadership, supervising effectively a multi-staff with specifically assigned roles;
- e. Is able to identify and cultivate the gifts and potentials of employees and evaluate the extent to which programs and staff are effective;
- f. Is able to work without direct supervision and is highly motivated;
- g. Has a strong sense of the larger Church and is committed to ministries with ecumenical partners;
- h. Is an active member of the Cumberland Presbyterian Church and a committed person of faith who exemplifies the love of God and neighbor;
- i. Understands the history, polity and doctrine of the Cumberland Presbyterian Church.
- j. Has experience in administration and management (multi-staff setting) with a master's degree or beyond preferred; however, a bachelor's degree with commensurate work experience will be considered;
- k. Maintain an office at the denominational headquarters.