

Position Description

Title: Justice and Mercy Ministry Specialist

Purpose: Staff position to interpret, promote and facilitate mission and justice programs for the Presbytery

Accountability: Accountable to the General Presbyter and to the Presbytery through the Committee on Administration.

Responsibilities:

1. Develop a strategy for communicating local, national, and international mission and justice opportunities to the Presbytery (members and churches).
2. Educate and challenge the Presbytery (churches and members) on mission and justice grant opportunities. Provide the administrative lead to review, communicate, and conduct site visits to grant recipients.
3. Seek opportunities for congregations to connect and collaborate in local, regional, and international mission and justice initiatives. Implement procedures to connect smaller membership congregations in these initiatives.
4. Staff resource for the Mission Committee; attend meetings (in person or virtually) of the Committee and its Work Groups
5. Encourage and coordinate presbytery wide responses to disasters utilizing the Presbyterian Disaster Assistance Program.
6. Respond to requests to lead worship for mission interpretation.
7. Attend Presbytery meetings to promote the Two Cents a Meal program and other church wide Special Offerings.
8. Participate virtually as a team member in Presbytery staff weekly check-in calls and on-site monthly staff meetings. (The position is off-site with the expectation to work in and among our churches and missions.)

Relationships: Provides leadership and administrative support to the Mission Committee, and to pastoral leaders and congregations of the Presbytery; works as a team member of the Presbytery staff; networks with other Hunger Action Advocates in the Synod and GA; networks with regional and national ecumenical partners regarding peace and justice issues.

Qualifications: Member of the PCUSA or a willingness to become fully acquainted with the PCUSA; knowledge of hunger-related issues and justice concerns; ability to interpret, educate and equip the Presbytery to act on mission issues; good communication skills including the ability to speak in public; demonstrated computer skills, including use of e-mail, word processing programs and production of promotional materials; ability to work both independently and in a team environment; Bachelor's degree or suitable experience.

Time Required: Up to 32 hours a week

Please send resumes to Presbytery of the Peaks, Attn: Personnel Workgroup, PO Box 2519, Forest, VA 24551 or email to: c.utley@peakspresbytery.org