



# Church of the Brethren

## Office of Ministry

### MEMORANDUM

**TO:** Mission & Ministry Board members and Agencies of the Church of the Brethren including Bethany Theological Seminary, Eder Financial, and On Earth Peace

**FROM:** Office of Ministry

**RE:** District Executive Minister Opening, Southern Pennsylvania District

**DATE:** June 20, 2024

### SOUTHERN PENNSYLVANIA DISTRICT DISTRICT EXECUTIVE MINISTER OPENING

The Southern PA District, which includes 27 congregations, seeks a District Executive Minister for a part-time position equal to approximately 25-30 hours per week. The District Executive Minister (DEM) may work remotely or on location at the Southern PA District Office in Gardners, PA. Compensation for the DEM will be negotiated in reference to the denominationally recommended Salary and Benefits for District Executive Ministers. Travel is required both within and outside of the District.

The Southern PA District Board envisions a District Executive Team that includes the District Executive Minister as well as a District Minister of Pastoral Care and a District Minister of Nurture and Outreach. The need for these two additional roles will be determined approximately 6-8 months after the part-time DEM has begun his or her role.

RESPONSIBILITIES are outlined in the position description available upon request and include the primary elements:

- Serve as the chief executive administrator and planning officer for the District and its Board;
- If and when necessary, lead the District Executive Team, including:
  - Guiding team meetings; and delegating tasks and responsibilities to appropriate team members or volunteers.
- Maintain confidential files, including, but not limited to, pastoral, personnel, and congregational files;
- Direct and oversee the work of the Administrative Assistant;
- Monitor and direct the administrative tasks of the District;
- Liaise with the Stewards Commission, the Bookkeeper, and District Board on the finances of the District, including providing input for the District's annual budget;
- Guide and assist congregations in the pastoral placement process;

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- Plan and conduct services of licensing and credentialing, assisted by the Minister of Pastoral Care or Ministry Commission, as needed;
- Liaise with the denominational Office of Ministry, Susquehanna Valley Ministry Center, and Bethany Seminary, C.O.D.E., Annual Conference, General Secretary, CoB offices and agencies;
- Work with District Moderator, Moderator Elect, Program and Arrangements Committee, and Personnel & Nominating Committee for the District Conference.

### QUALIFICATIONS/EXPERIENCE:

1. Ordained through accredited program, minimum of Brethren Academy ACTS level training program.
2. Personal skills in organization, administration, and communication.
3. Committed to the Church of the Brethren locally and denominationally and willing to work ecumenically.
4. Demonstrated leadership skills.
5. Pastoral experience.

Interested and qualified persons may apply for this position by sending a letter of interest and resume to Nancy Sollenberger Heishman, Director of Ministry, via email at [officeofministry@brethren.org](mailto:officeofministry@brethren.org). Applicants are requested to contact three persons who are willing to provide a letter of reference. Upon receipt of the resume, the individual will be sent a Candidate Profile that must be completed and returned before the application is considered complete. Applications will be accepted until the position is filled.

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