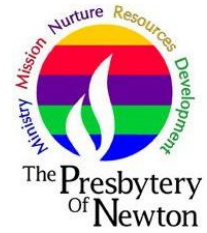


Presbytery of Newton Resourcing Coordinator



Background: The Resourcing Coordinator position has been adapting to the needs of the presbytery. Over the year we have found that the following better reflects and enhances the mission of the presbytery.

The Personnel Committee recommends the following positions description:

Responsibilities:

RESOURCE CENTER

Recruit, train and coordinate library volunteers to perform the on-going maintenance of the Newton Resource Center collection (ie. checking book out and in, shelving of books).

Promote the use of Resource Center to the Presbytery by maintaining Resource Center Facebook page and creating a monthly Resource Center communication (ie a newsletter).

Act as Resource Center consultant responding to questions from congregational leaders seeking to identify resources (either in RC collection or beyond) which help meet their ministry needs.

COMMUNICATION

Staff the Newton Presbytery Communications Team, including assisting the team in the collection of congregational stories and dissemination

Work with Presbytery staff in efforts to communicate effectively with congregational leaders

RESOURCING TEAM

Staff a Resourcing Team. In consultation with Resourcing Team, identify 3 focus areas each year which correspond to Presbytery goals. Team and coordinator would actively work to help resource congregations and their leaders in these focus areas through: offering opportunities for conversation and dialogue around these focus areas throughout the Presbytery; identifying, purchasing, and promoting resources to help enrich the knowledge and experimentation of congregations within these focus areas.

(Focus areas for example in 2015 would be Missional Ministry, Evangelism, Curriculum)

Accountability: The Resourcing Coordinator is supervised by the Presbytery Leader, and performance is reviewed/evaluated through the Presbytery Coordinating Team's Personnel Committee in accordance with the Presbytery's "Personnel Policy & Practices" manual.

This would be a 10 hour a week position @ \$8160 for 2016 plus \$1000 for Continuing Education.