

Assistant Director for Recruitment Ministry to State

Nature and Scope of the Position

The primary nature of an Assistant Director for Recruitment is to develop Teaching Elders (TE) or Ruling Elders (RE) leads (potential candidates) to fill vacant state capitol full time positions and other needed positions as directed by the Director of Ministry to State. Also, an Assistant Director for Recruitment will assist in visiting the presbyteries of the PCA to inform and update them on MTS's work. An Assistant Director for Recruitment will work directly for the Associate Director for State Capitols but may also be given tasks by the Director (i.e. "other needed positions"). If MTS has more than one Assistant Director for Recruitment, regions will be assigned to each.

Job Description

- Provide two TEs or REs leads a month who meet the minimum requirements and have demonstrated an interest in becoming a State Capitol Minister.
 - Minimum Requirements for State Capitol Minister:
 - Either a TE or RE of the PCA or someone who is qualified to be (and willing to become) a TE of the PCA.
 - 15 years of ministerial / elder experience (can be waived by Associate Director for State Capitols or Director).
 - Ability to raise and maintain support.
 - Possess strong relational and evangelistic qualities.
 - Self-starter - works well independently.
 - Team player.
 - Live within reasonable distance to the state capital or willing to move to the state capital.
 - Ability to build meaningful relationships in a politically and socially diverse environment.
 - Willing to be non-partisan (same rules as our military – if unsure can ask associate director for guidance).
- Contact Stated Clerks of PCA presbyteries for lists of TE without a call and honorably retired TEs.
 - Contact TEs without a call
 - Contact honorably retired TEs
- Assist in the hiring of at least two Capitol Campus Ministers a year (can be waived / adjusted by Associate Director for State Capitols or Director).
- Assist in the recruitment and hiring for other MTS positions as directed by the Director.
- Visit a minimum of 3 presbyteries a quarter to inform and update these presbyteries of MTS activities.
- Attend and support MTS efforts at General Assembly.
- Raise enough support for yourself to ensure enough resources are available to continue the ministry.

Requirements

- Can be ordained or not ordained (man or woman).
- Has recruiting or HR experience (can be waived by Associate Director or Director).
- Able and willing to travel.
- Ability to raise and maintain support.
- Self-starter - works well independently.

**Assistant Director for Recruitment
Ministry to State**

Support

An Assistant Director for Recruitment will need to raise full support before starting any other aspect of the job description. Salary and expenses will be determined by the cost of living in the region the Assistant Director lives in. Retired military chaplains (or others with a retirement / social security / disability) may consider their retirement / social security and or disability pay as part of their support package if so desired.

How to Apply

Submit your ministry résumé, and ministerial data form to Thomas Eddy; Teddy@pcanet.org