



Church of the Brethren

Office of Ministry

MEMORANDUM

TO: All employees, District Executive Ministers, Mission and Ministry Board members, Annual Conference Officers, Agencies of the Church of the Brethren including Bethany Theological Seminary, Eder Financial, and On Earth Peace

FROM: Office of Ministry

DATE: October 21, 2022

RE: District Executive Minister Opening, Western PA District

The Western PA District includes 51 congregations and in the words of the search committee is “more rural than urban, more conservative than liberal, more informal than formal, more blue collar than white collar. Our region of Appalachia was forged by hard working people who made use of the fields, rivers, and coal seams to earn a living. We have a rich heritage and history, and we’d like to honor that without allowing it to hinder us. We place a high importance on the Word of God, and while we all read the Bible through slightly different lenses, we believe in biblical authority, divinely written, and necessary for living.

As a district undergoing an identity crisis, we seek the support of a prayerful, intentional leader who will pursue Kingdom answers to our pressing questions. We need someone who is not afraid to step into an uncertain situation and cover it with wisdom and prayer. We are looking for a leader who will speak the truth in love, choose action over passivity; one who will seek the unity of the Spirit in the bond of peace. All other aspects of the job can be taught – but these qualities are foundational.”

This is a half time position will be equal to 6.5 units per week, or approximately 25 hours. The office location is negotiable. The DEM may work remotely or on location at the W. PA District Office in Jerome 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.

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

- Pastoral/Congregational Transitions
- Pastoral Support

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- Leadership Development with respect to calling and credentialing of ministers
- Consultations with congregations and throughout the district structure, and
- Management of district staff and administrative oversight of district finances.

These primary areas of responsibility serve to provide

1. Direction, coordination, management, and leadership of the district ministries, as authorized by the District Conference and implemented by the District CORE team (District Board).
2. Work with the congregations in calling and credentialing ministers, and in the placement/call and evaluation of pastoral staff. Provide support and counsel for ministers and other church leaders as well as share and interpret program resources for congregations.
3. An important link between the congregations and the district and denomination by working collaboratively with the Council of District Executives, the Annual Conference, appropriate denominational entities, and their staff.

QUALIFICATIONS/EXPERIENCE:

1. Minimum completed SVMC or Academy level training and ordained in the Church of the Brethren
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. 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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