

**Church of the Brethren  
Office of Ministry  
1451 Dundee Avenue – Elgin, IL 60120**

**M E M O R A N D U M**

**TO: District Executives, Church of the Brethren, Brethren Benefit Trust,  
Bethany Theological Seminary, On Earth Peace**  
**FROM: Southern Pennsylvania District**  
**RE: District Staff Position Announcement**  
**DATE: April 15, 2013**

**SOUTHERN PENNSYLVANIA DISTRICT  
DISTRICT EXECUTIVE**

**This is a full-time position available January 1, 2014.**

The **Southern Pennsylvania District** comprises 41 congregations and 3 fellowships in a geographic triangle - south of Interstate Rt. 80, west of the Susquehanna, and north of the Maryland border. (<http://www.cob-net.org/church/sopa/maps/district-map.jpg>) The district is theologically diverse with its congregations being moderate to conservative. They include plural non-salaried ministries (approximately 1/4), are primarily rural, some suburban, and a few urban. The largest congregations have fewer than 400 members with half of the congregations having less than 100 members. The district's mission is "to create New Testament communities committed to personal transformation through Jesus Christ." District ministries include Camp Eder, Brook Lane Health Care Services, Carlisle Truck Stop Ministry, Children's Aid Society, Cross Keys Village, and Elizabethtown College. The preferred candidate is one who is committed to the authority of Scripture and who affirms the historic positions of the Church of the Brethren as reflected in Annual Conference Statements. The district office is located at 6035 York Road, New Oxford, PA.

**RESPONSIBILITIES:**

- Serve as the executive of the board of the district, facilitating and giving general oversight to the planning and implementation of the ministries as directed by District Conference and the District Board, and providing linkages to congregations, the Mission and Ministry Board and other denominational agencies.
- Develop and utilize team models for district ministry making use of the gifts and skills of district board members and others in the district.
- Oversee the work of ministerial leadership and pastoral placement including calling and forming ministers.
- Build and nurture relationships with congregations and pastors.
- Model a balanced approach to ministry personally and professionally.

**CHARACTERISTICS:**

- A clear commitment to Jesus Christ demonstrated by a vibrant spiritual life with a commitment to New Testament values and to Church of the Brethren faith and heritage.
- Doctrinally sound and Biblically based in their beliefs

- A bridge person who models integrity in their life and faith and is able to relate to, understand, appreciate, and respect the diversity within the district.

**QUALIFICATIONS:**

- Ordination in the Church of the Brethren required.
- Minimum of 10 years congregational ministry experience required.
- Completion of Church of the Brethren approved ministry training degree or program required.
- Excellent communicator
- Proven administrator with strong organizational, budget, and technical skills

Interested and qualified persons may apply for this position by sending a letter of interest and a resume via e-mail to: [OfficeofMinistry@brethren.org](mailto:OfficeofMinistry@brethren.org). Applicants are requested to contact 3 or 4 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.

**Application deadline: June 15, 2013**