

Interim Executive Pastor North American Pacific/Asian Disciples Ministries

Position Description

TITLE: Interim Executive Pastor (IEP) for North American Pacific/Asian Disciples (NAPAD) Ministries

The following describes the general scope and character of the position. It is not an exhaustive list of duties that would be expected of the successful applicant.

SUMMARY: The Interim Executive Pastor is called to fill and complete the term of the previous Executive Pastor (Convocation 2018). The IEP is responsible for the nurture/healing and administration foundation of existing Asian and Pacific Islanders ministries in North America. The IEP reports to the NAPAD Board of Directors (BOD) and to the General Board of the Christian Church (Disciples of Christ). At the conclusion of the IEP term, if approved by the BOD, the IEP has the option to apply for the position of Executive Pastor, unopposed, for ratification by the Convocation.

Note: The duties and responsibilities of the Interim Executive Pastor and the permanent Executive Pastor will remain the same, however, weighting and priorities may change after the IEP term is completed.

DUTIES AND RESPONSIBILITIES:

- **Administration / Management (35%)**
 - a. Collaborate with NAPAD BOD for the financial planning of NAPAD and fundraising within the covenantal agreement of Disciples Mission Fund (DMF)
 - b. Collaborate with the NAPAD BOD to formulate an annual budget and present to Convocation, as required by NAPAD By-laws
 - c. Supervise and define roles and responsibilities of both NAPAD office and deployed staff; exercising authority to hire and dismiss any staff with BOD approval
 - d. Work with the NAPAD BOD in coordinating the life and activities of NAPAD
 - e. Ensure communications regarding NAPAD ministries are created and disseminated in a timely manner
 - f. Implement HR and other policies / procedures that may affect the function and staff of the NAPAD office
- **Pastoral Care (25%)**
 - a. Provide pastoral care for Asian/Pacific ministers and congregations
 - i. Partner with regions and collaborate with deployed staff
 - ii. Provide advice and resources for congregational well-being
 - b. Consult and advocate for ministries with Asian and Pacific Islanders in North America and for multi-cultural/racial ministries
 - c. Promote diversity
 - d. Bridge gaps between multi-generational and multi-ethnic groups both within NAPAD and in the wider church
- **Wider Church Role (20%)**
 - a. Take an active role at the Pastoral Table
 - b. Serve on General Cabinet and other administrative committees
 - c. Represent the church in ecumenical communities

- **Leader Development (10%)**
 - a. Participate in continuing education such as Disciples Leadership Conference
 - b. In collaboration with deployed staff, Regional staff, congregations, and other related ministries:
 - i. Promote and coordinate continuing education for Pacific/Asian American ministers
 - ii. Recruit and train ministerial leaders both lay and clergy
 - iii. Oversee and coordinate the development of women's leadership and ministerial opportunities within NAPAD and wider church
 - iv. Oversee and coordinate the development of youth/young adult programs and leadership opportunities
- **Church Growth (10%)**
 - a. Partnering with regional and Hope Partnership resources:
 - i. Support the establishment of new churches
 - ii. Support the revitalization and transformation of NAPAD congregations to a missional community

KNOWLEDGE, SKILLS AND ABILITIES:

1. REQUIRED
 - a. Ordained minister with standing in the Christian Church (Disciples of Christ)
 - b. Strong written and oral communication skills; English proficiency
 - c. Familiarity with the structure, scope, vision, and theology of the Christian Church (Disciples of Christ)
 - d. Strong pastoral and administration (management) skills
 - e. Willingness and ability to work in a team setting and facilitate group process
 - f. Ability to work effectively with diverse groups
 - g. Ability to implement short and long term goals
 - h. Strong interpersonal skills
 - i. Ability to manage budgets
 - j. Strong leadership development skills
 - k. Ability to travel frequently domestically, occasionally overseas
 - l. Commitment to advocate for a pro-reconciling and anti-racist environment within NAPAD and through the wider church; advocating to eliminate discriminations based on, but not limited to, race, gender, class and sexual orientation
2. PREFERRED
 - a. Three or more years of pastoral/ministerial experience
 - b. Knowledge of Asian/Pacific North American theology, religion and cultures
 - c. Fluency in at least one Asian or Pacific Islander language
 - d. Management background or experience

WORK SCHEDULE:

This is a professional staff position which must be based in the Disciples Center in Indianapolis (non-negotiable). The office hours of NAPAD ministries are 8:30 am – 4:30 pm, Monday through Friday. However, this work requires extensive travel and numerous weekends and evenings, in addition to the regular work hours.

EFFECTIVE DATE: July 2016 – August 2018