

**Church of the Brethren
Mid-Atlantic District
District Executive Minister Position Description**

FUNCTION:

Serves as the Executive Officer of the Mid-Atlantic District (MAD) and collaboratively works with District teams, regional staff, and others. Delegates responsibility, where appropriate, in such a way that together we passionately live and share the radical transformation and holistic peace of Jesus Christ through relationship-based neighborhood engagement. Works to develop a culture of calling and equipping disciples who are innovative, adaptable, and fearless.¹

Reports to the MAD Leadership Team (LT) and serves, ex officio, on the LT. The DEM, or their designee, maintains a liaison relationship with District Ministry Teams (MTs), sharing information, experiences, program evaluations, insights, concerns, long-range plans, and opportunities for program development.

RESPONSIBILITIES:

Role/Priority	Responsibilities/Tasks*
Provide pastors, congregations, and District Ministry Teams with regular support	<ol style="list-style-type: none"> 1. Meets with pastors, at least yearly, in cluster settings corresponding to the geographic regions of the District. 2. Addresses the need for consultation with congregations, providing consultation options that utilize both District (DEM and a team of volunteer consultants with various specialties) and denominational (Discipleship Ministries Office) resources. 3. Addresses conflict situations, utilizing the District Shalom Team and other appropriate resources. 4. Addresses the need for pastoral care and counseling for District pastors and their families, utilizing both District (DEM and area counseling centers) and denominational (Ministry Office) resources. 5. Interprets the work of the District and denomination to congregations and individuals within the District, in partnership with regional representatives, District communication resources (newsletter, email, etc.), and the LT. 6. Supports pastors and/or congregations as they seek to share the radical transformational power of Jesus, witnessing to His holistic peace in their neighborhoods. 7. Serves ex officio on all District MTs or designates a representative to do so.
Oversee pastoral/congregational transitions	<ol style="list-style-type: none"> 1. Ensures a team of regional placement consultants is trained and prepared to assist congregations with placement opportunities in their region. 2. Places a congregation in contact with the appropriate regional placement consultant when they need to call new pastoral leadership. 3. Ensures a District representative (for example, regional representative, LT member, etc.) is present for calling weekend events and votes and to conduct installation services.
Equip congregations for growth and renewal	<ol style="list-style-type: none"> 1. Prioritizes the denomination's compelling vision statement, promoting it and related resources widely and frequently. In that regard, promotes and encourages pastors and congregations toward the work of sharing the radical transformation and holistic peace of Jesus Christ through relationship-based neighborhood engagement. 2. Ensures denominational resources (such as the New and Renew Conference) are promoted to churches and pastors within the District.

¹ The second half of this sentence is an adapted version of the Compelling Vision, Church of the Brethren, adopted by the 234th Church of the Brethren Annual Conference, July 2021.

Role/Priority	Responsibilities/Tasks*
	<ol style="list-style-type: none"> 3. Provides for enriching professional growth opportunities for pastors and congregants in collaboration with the District Continuing Education Task Team (CETT). 4. Addresses the need for consultation with congregations, providing consultation options that utilize both District (DEM and a team of volunteer consultants with various specialties) and denominational (Discipleship Ministries Office) resources.
Develop leaders within the District	<ol style="list-style-type: none"> 1. Serves as a resource for the Leadership Calling Team in their work of calling District leaders who are innovative, adaptable, and fearless. 2. Encourages churches as they call individuals to the set-apart ministry, ensuring that denominational resources (such as the Part-Time Pastor, Full-Time Church program) are promoted within the District. 3. Provides for enriching professional growth opportunities for District leaders in collaboration with the CETT. 4. Holds an intentional orientation and training time for District LT members annually in collaboration with the District LT Chair.
Encourage new church planting, evangelism, and missions in the District	<ol style="list-style-type: none"> 1. Casts the vision and is a proponent for planting churches in the District. 2. Works with CORE Ministry Team and, as appropriate, organizes a specific District Church Planting Task Team. 3. Works in partnership with CORE and/or the District Church Planting Task Team to a) develop a relationship with, and utilize, church planting consultants; b) establish measurable goals for church planting in the District over the next five years; c) research funding opportunities for new church plants. 4. Encourages established congregations to call innovative, adaptable, and fearless individuals to the work of planting new congregations.
Manage administrative tasks and legal issues on behalf of the District	<ol style="list-style-type: none"> 1. Overall, ensures that the vision and ministry of the District is effectively administered, in collaboration with the District's Administrative Assistant and the LT Chair. 2. Works in collaboration with the appropriate MT(s) to ensure that a) both employed and volunteer District staff are effectively secured and evaluated; and b) a District budgeting process is in place and the budget is monitored throughout the year. 3. Provides written reports at regularly scheduled LT meetings. 4. Provides a written and verbal report to District Conference. 5. Serves as the point of contact for District legal counsel when necessary.
Promote and encourage denominational and ecumenical connections	<ol style="list-style-type: none"> 1. Attends Annual Conference, District Conference, Council of District Executive meetings, and other denominational or ecumenical conferences as appropriate. 2. Ensures timely promotion of denominational events within the District. 3. Connects pastors, leaders, and other individuals to denominational resources when requested. 4. Connects congregations and District MTs with resources from denominational and ecumenical organizations that stress outreach, with particular emphasis on holistic, missional growth and justice and peace.

*The specific tasks from this list that a DEM will be evaluated on in any given year should be specified in the Shared Ministry Priorities document annually.

Approved by District Leadership Team, June 27, 2023