

COACH (INDEPENDENT CONTRACTOR) STATEMENT OF WORK

SUMMARY

The Presbyterian Foundation received a grant to help pastoral leaders with their professional financial challenges. The Foundation believes it is important to resource pastoral leaders and the congregations that they serve in the areas of church financial literacy, leadership, and management to promote vitality and excellence in ministry. Many pastoral leaders were not taught and equipped through their seminary education for their financial leadership and managerial duties within their congregation/ministry. There are continuing education opportunities for pastors to build and enhance their competency in congregational finances, but many pastoral leaders would benefit from a coaching relationship to help them navigate church finances and congregational generosity. The Foundation is establishing a national coaching network to help to address the challenges faced by pastoral leaders. Therefore, **the goal of this coaching program is to develop pastoral leaders who have a solid foundation in church financial literacy and appropriate skills in leadership and management so that their ministries flourish and their congregations create a culture that forms generous disciples who join in Christ's mission in their neighborhoods, communities and the world.**

RELATIONSHIPS

This position interacts with Presbyterian Foundation employees (especially the Ministry Relations Officers), constituents, as well as enhances relationship with regional church leaders.

- Primary partner and supervisor: Director, Church Financial Literacy and Leadership
- Regional partner: Ministry Relations Officer
- Administrative partner: Program Assistant, Marketing
- Constituents: Presbyterian Church (USA) pastors and/or Certified Ruling Elders and their congregations; New Worshiping Community Leaders

RESPONSIBILITIES

1. Engage in a year-long coaching relationship with a pastoral leader (or New Worshiping Community Leader)
 - a. Lead 12 monthly coaching sessions with the client (pastor or church leader). The sessions should last at least 1 hour per month. The sessions are via video and/or voice conferencing.
 - b. Perform a virtual site visit by the first coaching session.
 - c. Use Foundation resources to resource clients (for example: Stewardship Navigator, E-learning system, Ministry Partnerships/online giving, etc.)
 - d. Record a brief summary of each month's coaching session and virtual on-site visit, and email the summary to the Director of Church Financial Literacy and Leadership.
 - e. Collaborate with Ministry Relations Officers of the Foundation regionally about possible opportunities with the pastor/church (for example: investments, endowments, project regeneration, culture of generosity seminar or other seminars, planned giving needs, etc.)
2. Attend training conducted by Foundation staff.
3. Submit two written reports to the Director of Financial Literacy and Leadership:

- a. Six-month report summarizing the coaching engagements;
 - b. A 12-month report (or at the end of the coaching engagement) detailing progress and lessons learned as well as suggesting next steps for the congregation.
 - c. Ten to twelve monthly reports submitted after each coaching session
4. Communicate with the Director of Financial Literacy and Leadership about any concerns regarding the coaching engagement.

METRICS

1. Monitor progress of the church by looking at the changes in the Church Financial Assessment.
2. Increase in the church financial literacy of the pastoral leader. Increase in the leadership capacity and confidence of the pastoral leader in the area of church finance.
3. Increase in the financial giving of the church/New Worshiping Community.
4. Change toward a healthier and more biblical view of money and financial stewardship (ie. Not afraid to talk about money, pastor sees giving and stewardship as part of formation and discipleship).
5. Greater vitality in the ministry and mission of the church.
6. Increased connection to the work of the Presbyterian Foundation.

DESIRED QUALIFICATIONS

1. Minister of Word and Sacrament in the Presbyterian Church (U.S.A.)
2. Knowledge, experience and proven leadership with PC(USA) congregation(s) (or New Worshiping Communities)
3. Knowledge with congregation financial leadership and financial stewardship
4. Active member of presbytery and/or Presbyterian congregation
5. Strong communication and listening skills
6. Has a collegial and team-oriented work style
7. Positive and empathetic with others
8. Be a non-anxious presence
9. Has the ability and availability to travel for an on-site visit with a church
10. Teachable and adaptable

QUALIFICATIONS

\$2,000

- Payment schedule will be as follows:
 - \$1,000 at the beginning of the coaching contract
 - \$500 after a six-month report is submitted
 - \$500 after the final report is received