

Presbyterian Federal Chaplaincies

(Previously known as the Presbyterian Council for Chaplains and Military Personnel)

Open Position for Executive Director - Suspense for Application: May 15, 2022

Presbyterian Federal Chaplaincies (PFC) is a partnership organization of four Presbyterian Denominations (CPC, CPCA, KPCA, and PCUSA) which facilitates member ministers of the word and sacrament called to serve as chaplains in the federal sector of the United States of America.

PFC seeks to call a new Executive Director on the retirement of the existing Director.

Currently PFC operates with one .75 FTE Executive Director who works remotely. PFC also employs two .5 FTE Co-Directors to support the ministry through visitation, program development, and official communications. The new Executive Director will have opportunity to consider and alter staffing arrangements as approved by the Board of Directors.

PFC seeks an individual who is called to this ministry and meets the various requirements as put forth in the included position description.

Interested individuals need to provide 1) a resume or career vitae; 2) 2-page letter of application with a perspective of your understanding of the position's duties (see attached position description), b. why you believe you are qualified for the position, and c. your vision for the ministry of PFC and how you will seek to implement the vision.

Three (3) references should be provided: 1) from a work leader; 2) a ministry colleague; and 3) a friend.

PFC will consider all qualified applicants and select up to three for next level decision processing.

All documents should be sent to Elder Thomas Craig (tjc102@comcast.net) no later than May 15, 2022. The first potential day of employment will be July 1, 2022 but may be negotiated to a later date based upon the circumstances of the individual selected. Questions may be addressed to the retiring Executive Director, Chaplain Lyman Smith, at lsmith@pccmp.org or (202) 630-6225.

Blessings to you in Christ Jesus.

Attachments:

- 1) Executive Director Position Description
- 2) PFC Articles of Incorporation