

# **THE CENTER FOR MINISTRY IN THE WEST**

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## **Executive Director - Job Description**

### **ABOUT US**

The Center for Ministry in the West (CFMW) is a non-profit organization whose mission is to help ministers find their true calling. It provides vocational assessment and support services for ministerial candidates, ordained ministers, and missionaries at all stages of their careers. With a team of psychologists and pastoral counselors in California, Washington, and Idaho, its services are available to individual clients and judicatory bodies in all states in the western US, with a current focus on California, Oregon, and Washington.

### **ABOUT THE POSITION**

The Executive Director (ED) is responsible for building, maintaining, and growing CFMW relationships with seminaries, regional denominational bodies, and judicatories of different denominations. The consistent financial support of these referral bodies is what allows the CFMW to do the important work of assessing ministerial candidates through clinical interviewing and psychological testing. The ideal candidate is willing and able to enhance relationships with existing referral sources, as well approaching underserved markets to establish new referral sources.

The ED will lead the growth of the organization, in collaboration with the CFMW Board of Directors, which supports the work of the staff, sets policies, and holds fiduciary responsibility. A positive working relationship between the ED and the board is essential for success in this position.

### **COMPENSATION**

The ED is expected to work at least 15 hours per month to begin with, for a contracted fee of \$1,000 per month. Hours and compensation will be reviewed by the board regularly, with the expectation that, as the organization grows, these will grow commensurately.

In addition, if the ED is qualified and interested in providing assessment consultations, they will be paid for consultations at CFMW's standard rates.

The ED has the full support of the board and administrator to increase the scale and scope of the center's activities, potentially leading to full-time work and compensation.

### **CORE COMPETENCIES/SKILLS/EDUCATION EXPECTATIONS**

The ideal candidate for this position has:

- The ability to prioritize tasks and maximize effectiveness when working within limited time frames.
- The ability to maintain positive working relationships with existing judicatory and seminary contacts.
- A willingness to build new relationships to expand and strengthen the center's service area and market.
- Familiarity with Protestant theology and pastoral psychology. Graduate degree in Divinity and/or Psychology preferred.
- Experience working in congregational care and/or having served in a leadership position at the local level.
- An understanding of the standards and processes of judicatory bodies and seminaries, familiarity with the language of ministerial evaluation, and ability to address the concerns of aspirants and judicatories.

### **APPLICATIONS**

Applicants are encouraged to send a resume/curriculum vitae with names and contact information of references to:

Rev. Dr. Marcia Patton  
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Kent, Washington 98032  
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