

**The Presbytery of Los Ranchos  
Consultant for Missional Partnerships**

**Consultant for Missional Partnerships (up to 25 hrs./wk avg.)**

**Purpose of the Contract:** Within 18 months, create a strategy to move the administrative and coordinating functions associated with stimulating and brokering missional partnerships into local churches, partnerships, or networks.

**Terms:** Consultant is paid on a retainer basis to fulfill the purpose of this contract. The compensation and number of hours per month will be negotiated between the Consultant and the Associate Presbytery Pastor (APP), who will serve as an agent of the Strategic Coordinating Team and Council. The APP will also administrate the contract. It is assumed that this position will be needed for 18 months until all the “objectives” identified in the contract (see below) have found a “home” within (a) a church, a church partnership or network (b) another organization, (c) a leadership team made up of members from PLR churches that take responsibility to develop this ministry, or (d) a staff position at PLR. It is estimated that the time requirements of this contract will gradually reduce over the span of the contract.

**Place and time of work:** The Consultant may work at home, PLR office, or any other location determined by the Consultant, and may travel from time-to-time to visit congregations, attend meetings or visit mission partnerships. The Consultant may work at any time conducive to completion of their consulting tasks and will attend meetings as he/she feels is necessary to the contract’s objectives.

**Objectives**

**Communication/Interpretation**

1. Determine how to communicate effectively with congregations and groups (e.g., Presbyterian Men, Presbyterian Women, Educators, Youth Workers, etc.) about mission partnerships/projects. A special focus will be placed on connecting less-active churches to those with strong mission involvement. The goal is for most Los Ranchos churches to be in partnerships by the end of this contract. What it means to “be in partnership” also needs to be established.
2. Establish a database of mission activities and missional partnerships. Determine how the database will be updated and maintained. The data base will be linked to the PLR website.
3. Create a strategy by which information about PLR-sponsored partnerships (including trip reports, goals and objectives, etc.) are disseminated to churches, councils, and partnerships.
4. Work with relevant mission leaders to identify or develop a tool, database, or process that provides up-to-date content for effective mission-interpretation events. This may include information about partnerships, speaker recommendations, event formats, etc. The consultant will identify appropriate PLR staff member(s) to maintain this service.
5. Acquires and provides media content of mission activities of PLR congregations and partnerships to the Director of Media Arts and coordinates distribution to the congregations and partnerships.

### **Partnership Support**

1. Identifies a method to communicate the needs of partnerships directly to PLR churches and leadership bodies. This includes a process by which partnership agreements and grant documents are brought, approved, signed, recorded, and distributed to the appropriate presbytery staff and leadership bodies.
2. Establishes how financial transactions of partnerships and networks will be supported by the presbytery. This will include ways to assure that (1) check requests from partnerships are within their respective budgets, (2) funds are available to satisfy their requests, (3) disbursements are approved and sent as intended, and (4) contributions from mission donors are received and distributed as intended.
3. Identify who will collect and provide financial reports from PLR-related partnerships to the Worldwide Mission Partnership prior to the WMP's meetings.
4. Identifies the appropriate process and personnel that can coordinate visits from missionaries, partners, and dignitaries while providing warm and comfortable hospitality. This includes identifying hosts, scheduling visits to various churches, arranging transportation and other logistics, etc.
5. Provides a recommendation regarding how PLR-related partnerships will send updates to donors and partners.
6. Informs Associate Presbytery Pastor of individuals, churches, or organizations interested in making mission gifts to partnerships of the PLR, or those primed to make mission gifts, such as churches embarking on a capital campaign. This responsibility will be returned to the APP at the end of the contract.

### **Education and Training**

1. Create a strategy by which PLR churches, mission committees, and partnerships will be instructed regularly about the missiology and best practices of the PC(USA) and the PLR.
2. Identify a process by which mission teams are equipped to make appropriate and safe travel arrangements for mission trips, including the acquisition of insurance coverage, inoculations, visas, reservations, etc. This duty will be passed directly to the mission coordinators of each church and partnership.