



**Position Description
Regional Resource Coordinator**

Position Title:	Regional Resource Coordinator
Reports to Title:	Executive Director, Coordinator of Vitality Coordinator of Multiplication
Date Updated:	01/01/2026
Contract Time:	Renewed Annually
FLSA Status: Exempt or Non-Exempt?	Exempt
Employment Status: Full Time or Part Time?	Part Time

Anticipated Work and Travel Schedule:

Normal work week:	10 Hours per Week
Evenings/Weekends:	Occasional Speaking and Training Opportunities
Overtime (above normal week):	Seasonal
Travel days:	3 to 4 days a month

Position Summary:

Support the denominational priorities within the Region(s), serving as a liaison between congregations, the Regional Leadership Team, and the National Staff. We acknowledge the potential for this role to grow in the number of hours per week required to implement The Brethren Church's long-term strategy successfully. We will regularly review the needs of the Region(s) and the capacity required to achieve our stated goals.

Essential Duties & Responsibilities:

In order to succeed in this position, it is imperative that this team member do the following:

- Develop regular, healthy communications with and among pastors, congregations, and their Regional Leadership Team (RLT)
- Support the denominational mission, vision, and priorities as established by General Conference and the Executive Board.
- Encourage congregations to participate in the financial support of national ministries.
- Help identify, cultivate, and appeal to individuals both as monthly and major donors.
- Serve on the Regional Leadership Team as a member with voice and vote.
- Facilitate the equipping, training, resourcing, and connectivity of clusters and congregations.
- Work with National Coordinator team (Vitality & Multiplication) and respective Regional Leadership Team(s) to establish mutual annual goals and expectations for movement-focused efforts within the Region(s) and determine a yearly budget for activities in the

identified Region(s).

- Understand and advocate for all ministries at the national level and connect those in need of resources or guidance to the proper resources or appropriate ministry pathway.
- Attend and actively participate in scheduled Brethren General Conferences and in organized BC events in their identified Region(s).
- Work with RLT chair to facilitate events and meetings of the RLT.
- Assist congregations in leadership transitions and closures.
- Work with national staff team to provide appropriate and timely reports and administrative work on behalf of the region.

Integral Knowledge & Skills:

List of competencies, attitudes & personal qualities

- Capacity to lead a team in the development of regional budgets
- Self-Directed
- Highly Relational
- Committed to the values of the Brethren Church
- Seek ongoing discipleship
- Well Respected within their Region(s)
- Able to properly handle confidential information
- Member in good standing in the Brethren Church

Degrees, certifications, licenses:

- Undergraduate Degree preferred
- Commissioned, Licensed, or Ordained in the Brethren Church, or a willingness to pursue one of these certifications.
- Willingness to be trained in additional vocational and leadership skills as needed.

Physical, Environmental, Situational, and Psychological Elements:

Due to the national scope of this position, the team member is able to work from home, at the National Offices in Ashland Ohio, and on the road during travel situations. All situations are under the supervision of the Executive Director of the Brethren Church and must be cleared by the Executive Director. If team members live outside the Ashland, Ohio area, they will be required to attend periodic, extended meetings with National staff in locations to be determined by the Executive Director.

Policy Statement and Signature Approvals

This job description documents the general nature and level of work expected, but is not intended to be a comprehensive list of all activities, duties, and responsibilities required of the team member. Consequently, the performance of other duties may be required.

Team Member:	Date:	Supervisor:	Date:
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