

**The Presbyterian Association of Musicians (PAM)**  
**Job Description: Program Manager**  
**Child of Blessing: Growing Faith in Worship**  
**Lilly Foundation Inc. Grant: Nurturing Children Through Worship and Prayer**

**Title:** Program Manager

**Reports to:** PAM Executive Director

**Job Classification:** Full-time, 40 hours per week (over 12 months)

**Work Location:** PAM office, 100 Witherspoon St, Louisville, KY 40202 (includes significant travel)

**Estimated Start Date:** This is expected to be a four-year and nine-month appointment, beginning 1/1/2025 and ending 9/30/2029.

**Overview:**

The Presbyterian Association of Musicians is a national organization of the Presbyterian Church (U.S.A.) for those involved in the areas of worship, music, and the arts. PAM has received a grant from Lilly Foundation Inc. to develop, test, evaluate, and disseminate resources and activities designed to provide children opportunities to be more meaningfully involved in the corporate worship of the church, and thus to grow in their faith and in their understanding and love for the practice of Christian worship.

**Job Summary:**

To lead, supervise, and advocate for the work of the project staff in the tasks of the grant, including development, publication, testing, dissemination, and evaluation of resources and activities; identification, communication with, and support for churches throughout the United States in field-testing activities; accumulating and summarizing responses from test congregations; supervision of writing teams in various phases of their work; preparing annual reports to Lilly Foundation Inc.; and coordinating the final evaluation of the products of the project.

**Qualifications:**

- Minimum of a Master's degree or experiential equivalent, with a proven track record in working with staff, with large and small churches, and with lay congregations.
- Strong theological background, and training in children's growth and development.
- Proven ability to gather, analyze, and summarize extensive data from diverse sources.
- Proven ability to solicit, train, and support volunteer individuals and congregations.
- Willingness and ability to think strategically and provide leadership for groups and individuals.

**Responsibilities/Essential Functions:**

- Enthusiastically advocate for and support the Child of Blessing program and the mission it is seeking to achieve.
- Travel, as necessary, to recruit and communicate with churches and other groups in support of the program.
- Facilitate the execution of all aspects of the program outlined and described in the grant document.
- Supervise and support program and administrative staff of the Child of Blessing program.
- Work closely with the PAM Executive Director to coordinate appropriately with the entire PAM program, and particularly with the Worship & Music Conference staff and the Call to Worship staff.

- Work closely with the PAM Executive Director to identify and employ writing teams, and to identify and employ an evaluation consultant in Year 3.
- Develop relationships with the PC(USA) and other seminaries and with the PAM First Call Community to extend the work the Child of Blessing grant to seminary students and clergy, particularly in regard to making sermons and other elements of worship more accessible and relevant to children.
- In Year 4, plan and coordinate a small conference related to nurturing children's faith in worship.
- In Year 5, explore and identify broad dissemination opportunities to extend the reach of the findings of the Child of Blessing program.
- In Year 5, explore and identify means of supporting the sustainability of the program beyond the funding period of the grant.

### **Essential Knowledge, Skills, and Abilities:**

- Effectively coordinate the work of a staff and work collaboratively within a team to assess needs and produce results.
- Develop and maintain positive and effective relationships with a wide variety of people with varying social, theological, and intellectual sensitivities, inside and outside the organization.
- Diplomatically and tactfully manage conflict appropriately; is approachable.
- Effectively communicate with all stakeholders through verbal, written, and electronic means.
- Demonstrate strong organizational skills.
- Maintain confidentiality.
- Communicate using appropriate technology.

### **Supervisory Responsibilities:**

- Establishes clear expectations with clear direction; sets goals and objectives; distributes workload appropriately; provides regular and ongoing feedback about performance.

### **Physical:**

- Physical requirements include moderate driving, walking, handling of files, some lifting of up to 25 pounds.

### **Core Competencies:**

Mission Ownership – demonstrates understanding and full support of the mission and values of PAM. Consistently embodies beliefs and values of PAM in behavioral choices and online presence.

Initiative – self-starting and regulating. Enjoys working hard. Sets demanding but achievable objectives.

Teambuilding – blends individuals into teams when appropriate. Leads the team successfully through difficulties and challenges, including conflict, diversity, and inclusion issues within the team; builds morale and spirit in his/her team; shares wins and successes; projects confidence and professionalism for the entire team; creates a feeling of belonging and motivates the team to excel.

Theological Maturity – shows strong personal depth and spiritual grounding Ability to articulate consistent theological voice.

Creativity and Innovation – generates new ideas. Makes new connections among existing ideas to create fresh approaches. Takes acceptable risks in pursuit of innovation and learns from mistakes.

Written Communication – writes clearly and succinctly, employs correct grammar, punctuation, and patterns of speech. Clearly delivers message in a tone appropriate to the content.

Integrity and Trust – viewed as a positive role model; regarded as trustworthy by others; communicates diplomatically and appropriately in direct, honest, and transparent ways; responds to situations with constancy, reliability, and respect.

Technical Expertise, including:

Microsoft Office Suite, Google Docs & Sheets, Dropbox, Zoom, Adobe Acrobat, Facebook, Threads, and Instagram.