

Position Description: Presbytery Disaster Assistance (PDA) Team Member

Purpose: To serve as a dedicated liaison between Presbyterian Disaster Assistance (PDA) and the Presbytery, ensuring that congregations and leadership are equipped to prepare for, respond to, and recover from disasters with resilience and spiritual support.

Key Responsibilities

1. Pastoral and Congregational Resourcing

- Act as a primary point of contact for pastors and church sessions during times of crisis.
- Identify and distribute specialized PDA resources, including liturgical materials, grants, and technical assistance.
- Offer guidance on navigating the emotional and spiritual challenges of disaster recovery.

2. Strategic Planning and Coordination

- Collaborate with the **Administrative Commission/Council (ACC)** to design, implement, and maintain a comprehensive **Presbytery Disaster Plan**.
- Develop a localized strategy for disaster mitigation and long-term recovery efforts within the Presbytery's bounds.
- Ensure contact lists and emergency protocols are reviewed and updated annually.

3. Training and Capacity Building

- Coordinate disaster preparedness training for clergy and lay leaders within the Presbytery.
- Foster regional resilience by organizing joint training sessions with neighboring presbyteries.
- Promote PDA-sponsored workshops, such as "Emotional and Spiritual Care" or "Volunteer Management."

4. Communication and Advocacy

- Manage the flow of timely information during active disasters, providing situational updates to the Presbytery.
 - Curate and disseminate resources for worship, including prayers and theological reflections.
 - Promote stewardship by providing clear instructions on how to give financially or provide physical resources through the PDA mission.
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Qualifications

- Active membership in a congregation within the Presbytery.
- A heart for disaster ministry and social justice.
- Experience in emergency management, social work, or pastoral care is a plus, but not required.
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