

**Position descriptions for volunteer offices/roles  
being recruited in 2024/2025**

Co-President(s):

- Moderates the Executive Team, the Team Leadership Council, and the Nominating Committee
- Liaisons with the Annual Event Mission Team and the Empower Mission Team
- Carries out the duties of the current Presidents that are not assigned to the Executive Director

Administrative Officer:

- Serves as a member of the Executive Team and Team Leadership Council
- Takes minutes for the Executive Team, Nominating Committee and Team Leadership Council
- Sends meeting notices as requested for the Executive Team, Nominating Committee and Team Leadership Council
- Executes certain contracts on behalf of APCE
- Attends all Team Leadership Council meetings
- Attends all Executive Team meetings
- Attends all Nominating Committee meetings
- Manages the File management system for all Teams, Councils, and Nominating Committee
- Maintains rosters of all Teams and Councils
- Serves as liaison to the Enrich Mission Team, attending their meetings
- Serves a 3-year term and no more than 2 consecutive terms

Communications Officer:

- Develops and implements APCE's communication strategy in consultation with the Executive Director
- Coordinates internal and external communications via email, social media, and the website
- Serves as a member of the Executive Team and Team Leadership Council
- Attends all Team Leadership Council meetings
- Attends all Executive Team meetings
- Serves as a liaison to the Connect Mission Team, attending their meetings
- Serves a 3-year term and no more than 2 consecutive terms

At-Large Member of the Nominating Committee:

Three (3) At Large Members serve on the Nominating Committee along with one (1) representative from the Denominational Advisory Council, one (1) representative from the Justice, Equity, Diversity, and Inclusion Advisory Council, one (1) representative from one of the Mission Teams, and chaired by one of the Co-Presidents.

As a committee –

- Vets nominees for open positions
- Appoints members to Mission Teams and the JEDI Advisory Council
- Appoints Mission Team Co-Moderators and JEDI Advisory Council Co-Moderators
- Assembles a slate of nominees for the election of Executive Team offices
- Serves a 3-year term

Annual Event Mission Team Member:

As a team -

- Works to vision, plan, and host all aspects of an annual conference (in-person and on-line)
- Serves a 3-year term and no more than 2 consecutive terms.
- Current openings are for a Co-Chair for the AE Online and a Co-Chair for Publicity. **These positions begin at the 2025 Annual Event in Memphis.**

Connect Mission Team Member:

As a team -

- Strengthens community relationships and improves communications within and beyond the organization
- Connects with and manages APCE's Networks
- Expands the audience APCE serves to include the large and growing number of untrained and under-resourced individuals involved in Christian Education programs and activities
- Designs and implements outreach to local church volunteers, seminary professors and students, and the non-traditionally trained pastors, other commissioned, licensed lay, or lay missionary leaders, chaplains, and those in specialized ministries
- Designs and implements outreach to younger individuals (e.g., ages 20–30) entering the faith formation field from other emerging or validated ministries (e.g., camps, schools, nonprofit organizations)
- Serves a 3-year term and no more than 2 consecutive terms

Empower Mission Team Member:

As a team -

- Designs and implements specific training and coaching programs, meeting future leaders where they are
- Mentors newcomers
- Assesses and responds to the needs for APCE awards, Educator Certification, and educator advocacy
- Serves a 3-year term and no more than 2 consecutive terms

Enrich Mission Team Member:

As a team -

- Creates and curates faith formation resources
- Builds APCE's core competency of identifying and managing wide-ranging faith formation resources and making these available to members
- Supplements the Annual Event with programs and initiatives providing easy, ongoing access to needed resources
- Supports and advances the Opening Doors to Discipleship website
- Serves a 3-year term and no more than 2 consecutive terms

Sustain Mission Team Member:

As a team -

- Builds sustainable administrative and funding capabilities
- Publicizes Endowment policies, clarifying the difference between Development and Endowment
- In consultation with the Executive Director, implements development programs and initiatives to ensure APCE's long-term financial viability
- Evaluates and addresses scholarship policies
- Serves a 3-year term and no more than 2 consecutive terms

Justice, Equity, Diversity, and Inclusion (JEDI) Advisory Council Member:

As a team -

- Advises and assists APCE in living into its Justice, Equity, Diversity, and Inclusion Advisory Statement
- Each member:
  - Serves as a liaison to one of each of the five Mission Teams
  - Serves a 3-year term and no more than 2 consecutive terms
- Additionally, members may represent JEDI by serving on the Nominating Committee and on the Team Leadership Council