

Presbytery of Prospect Hill
Job Description
General Presbyter

Purpose:

The General Presbyter will provide leadership, care, administration, and communication to the presbytery as well as ecumenical relations by providing leadership, facilitating, gathering, encouraging, nurturing, and promoting its ministry and mission.

Qualifications:

- Instrumental in casting the vision of the presbytery keeping it ever before us.
- Natural respect and ease with a variety of theological views, plus the skills to bring them together for Christ's mission and our common goals. S/he must be able to lead by inviting, recognizing, and building up the leadership of others.
- Understand where the assets are held and invested to further the mission of the presbytery.
- A personal and joyful commitment to God through Jesus Christ and dedication to Christ's Church.
- Commitment to the Reformed heritage and tradition of the Presbyterian Church (U.S.A.); presently ordained as ruling or teaching elder of the Presbyterian Church (U.S.A.)
- Strong commitment to the polity and program of the Presbyterian Church (U.S.A.) and well acquainted with the Book of Confessions and the Book of Order.
- A passion for the Presbytery and its member congregations and strong desire to serve.
- Strong communication, relational, delegating, collaborative, and conflict-resolution skills, as well as possessing qualities of competency, confidentiality, conscientiousness, enthusiasm, good judgment, alertness, timeliness, and accuracy.

Style of Operations:

- Empowers individuals and groups through a climate of collegiality and partnership with an attitude of openness and responsiveness in working with others.;
- Demonstrates and promotes trust, concern, support, encouragement, and respect for all persons and groups within the Presbytery;
- Open, friendly, and patient in the midst of many demands that will be made upon him/her by various groups and persons with which s/he must work.

Accountability and Relationships

- Called by and accountable to the Presbytery through the Presbytery's Moderator Team.
- An active participant in the Synod of the Lakes and Prairies and its Presbyter Forum, representing the Presbytery within those bodies, and interpreting the work of those bodies to the Presbytery.
- Represent the presbytery in ecumenical conversations.

Responsibilities:

- Facilitate communications.

- Work to empower individuals, congregations, and ministries for promoting the presbytery as an instrument of mission.
- Collaborate with the Presbytery leadership.
- Interpret the interests and mission of Presbytery to local congregations in ways other than filling the pulpit.
- Maintain connections to pastoral leaders in a variety of ways.
- Promote methods that pastoral leaders can support one another and establish and maintain relationships.
- Promote coordination, communication and cooperation between committees.
- Attend meetings of the Presbytery including Moderator Team, Committee on Ministry, Budget / Finance, and Presbytery Meetings regularly as a member ex officio without vote.
- Coordinate with Stated Clerk.

Term of office / Type of Position:

- Designated General Presbyter.
- Part-time averaging 20 hours per week.
- Flexible schedule.
- Work toward cooperation with neighboring Presbyteries for long-term leadership.
- Compensation package per budget is \$36,750 annually including salary, benefits, reimbursements, and presbytery social security taxes.
- Agreement can be terminated by either party with 60 days notice.