

Presbytery of Huntingdon

General Presbyter Job Description

Job Title: Interim General Presbyter

FLSA Status: Exempt

Reports To: The Presbytery through The Personnel Committee

Effective Date:

Positions Supervised: All staff.

Job Summary: Motivate and equip the Presbytery to do its work. Provide expertise and counsel in the field of Christian Education. Articulate the vision, mission and priorities of Huntingdon Presbytery. Be a resource to the leadership of the Visioning Team, Committee on Ministry, Committee on Presbytery Life and other committees. Be the Head of Staff for the Presbytery. (Stated Clerk, Treasurer, Secretary, CE consultant)

Election/Hiring Procedure:

1. Search Committee consults with COM.
2. Search Committee presents to Presbytery.
3. Presbytery review for approval/disapproval

Job Requirements:

- Possess strong administrative, process, people and conflict management skills. Have organizational, training and motivational skills.
- Know basic resources (both human, as well as written) to assist churches seeking healthy Christian Education experiences.
- Know and understand the attributes of healthy churches with strong ministries. Understand and appreciate the challenges and contributions of small churches.
- Be creative in ability to look outward for the future and to help determine what's next in the changing of churches and Presbyteries.
- Be willing to look at larger partnerships within and outside Presbytery for larger partnerships.
- Have experience with and be supportive of the Presbyterian Church (USA) and its governing bodies.
- Demonstrate good communication skills to facilitate open and honest interaction among and between various groups.

Personal Qualities:

- Have a desire to help or serve others, be able to identify, and address needs.
- Have the ability to build and maintain harmonious, professional, and productive relationships within the Presbytery.
- Demonstrate an understanding of the need for and the ability to develop strategies and make decisions that use time and resources wisely and efficiently
- Possesses emotional intelligence to understand oneself and others; listens well; perceives emotions, concerns and interests accurately. Creates a healthy work environment; shows composure; respects people of different cultures, ages and genders.
- Demonstrates curiosity and initiative to seek information; learns from experience and others; acquires new skills; seeks feedback and advice resulting in improvement.

Job Tasks:

1. Be the Face (official representative) of the Presbytery

- Participate with the larger judicatories and work to interpret decisions and policies of the presbytery, synod and General Assembly to the presbytery, the larger church and ecumenical bodies.

- Actively take part in the work of larger judicatories as needed.
- Work with Visioning Team to know, understand, and articulate Presbytery's, mission, vision and priority.
- Give voice to an overarching perspective of trends and changes and give support to those undergoing change. (Serves on Visioning Team without vote).
- Help the Visioning Team as they coordinate activities throughout the presbytery and connect with the larger church.
- Advise and counsel with ministers and lay leadership regarding matters of the presbytery and the church and provide linkages in GA matters.
- Seek, engage in and encourage ecumenical, inter-faith and emerging church dialog and/or partnerships where possible.
- Attend Presbytery Meetings and give General Report of Activities.

2. Work with the Presbytery Committees and help provide linkage between Presbytery entities:

- Work with Committee on Ministry as advisor and guide.
- Resource COM's linkages with the larger church such as providing reference checks and interpreting previous experiences of the candidates.
- Visit with hospitalized pastors and their spouses, provide support and guidance to pastors facing challenges
- Be willing to say in a pastoral way those things that pastors may not want to hear but must hear. The latter is especially important because this person must give accurate reference checks on any pastor seeking a new call.
- Work with churches and pastors in transition, visiting churches soon after a vacancy occurs and offer worship leadership.
- As requested provide an anchor point during times of stress and give support during change.
- Support CoPL, through attending committee meetings when possible.
- Encourage and support discernment of God's guidance and lead and encourage openness to change.
- Serve ex-officio on the JCCC and support linkages with other presbyteries related to Krislund.
- Work with Visioning Team to ensure implementation of Presbytery decisions and matters of strategy.

3. Guide Churches and Pastors in transition

- Visit churches soon after a vacancy occurs and offer worship leadership.
- As requested, provide an anchor point during times of stress and give support during change.
- Foster and support discernment of God's guidance and encourage openness to change.

4. Responsible to Presbytery Staff

- Supervise and coordinate the activities of the Stated Clerk, Treasurer, Secretary, CE consultant
- Work with the Personnel Committee regarding holidays, vacations, pay schedules, evaluations, hiring, and other aspects of supervision as needed.
- Approve vouchers for expenses as presented by the Stated Clerk, other staff, or committee chairs.