

PROPOSED POSITION DESCRIPTION
INTERIM EXECUTIVE PRESBYTER
PRESBYTERY OF ELIZABETH (PCUSA)

(to be revised/finalized by Presbytery upon presentation of the appropriate candidate)

Title: Interim Executive Presbyter

Basic Understanding – The interim Presbytery Executive will:

- Serve the Presbytery of Elizabeth in a full-time capacity
- Serve as head of staff, including supervision and review of Administrative Head
- Not provide staff services to the executive presbyter search committee
- Not be a candidate for the executive presbyter position

Overall Goals – The interim executive will:

- Lead the presbytery as it discovers, articulates, and implements a new identity and vision
- Facilitate the involvement of leadership within the presbytery
- Build strong relationships among the congregations and with the Presbytery
- Aid the presbytery in preparing for its future

Primary Duties and Responsibilities

Within the first year, the interim executive's primary work objectives will be to facilitate changes as the presbytery clarifies and fulfills its mission in obedience to Jesus Christ; in particular to conduct - in collaboration with the congregations of the presbytery – a mission study and develop a comprehensive strategy to fulfill that mission, which will include recommendations for:

- Appropriate staffing model
- Operational structures
- Financing
- Articulate a new identity and vision to include:
 - Organization and committee structure
 - Lines of authority and accountability
 - Staffing rationale revisions

Facilitating Objectives:

In order to facilitate these primary duties and responsibilities, the interim executive will be required to:

- Identify congregational needs, strengths, and weaknesses – information to undergird a Presbytery strategy that will enable congregations to build on those strengths and overcome those weaknesses
 - Begin building a relationship of trust among the clergy and lay leaders of the presbytery (and the clergy and lay leaders of the congregations) that will be necessary for the implementation of the new strategy, identity, and vision

Sustaining Objectives:

In order for the Presbytery of Elizabeth to be sustained, during this period, the interim executive will provide staff leadership in:

- Staff development, support, coordination, and review
- Committee on Ministry work (in collaboration with the Stated Clerk)
- Budget and finance committee
- And will serve as ex-officio on presbytery council with voice, but without vote

Leadership Style

The interim executive presbyter will be visionary, innovative, and an agent of change to guide the presbytery in conducting its mission study and developing its strategy.

Accountability

The interim executive presbyter will be accountable to the presbytery personnel committee and - through the personnel committee – to presbytery council and to the presbytery-at-large.

Professional Skill Sets Needed:

The interim executive presbyter will need to possess and be able to utilize the following skill sets:

- The ability to articulate a personal faith in Jesus Christ
- Be a living example of faithfulness to Jesus Christ
- Experience in leading complex, voluntary organizations through evaluation and change
- The ability to work with persons of diverse points of view and cultures
- The ability to gain the trust and respect of others

05/04/09 - Personnel Committee, Presbytery of Elizabeth

05/12/09 - Presbytery Council, Presbytery of Elizabeth

05/26/09 - Presbytery Stated Meeting