

**PROPOSED POSITION DESCRIPTIONS**  
**SECOND READING**  
**June 27, 2006**

**Title: Executive Presbyter**

Purpose: The Presbytery's primary role is the support of its congregations' ministry and mission. The Executive Presbyter's role shall be to strengthen our community of churches, maintain a congregation-centered focus, and provide spiritual leadership for the building up of the Body of Christ, according to the provisions of the Form of Government (especially G-11.0303 and G-9.0401).

I. Primary Responsibilities (85% of Work Time)

- a. Develop a comprehensive knowledge of each congregation's strengths, needs, and opportunities for ministry. Identify resources of all kinds that the congregation needs or is willing to share with others.
- b. Affirm and support the ministry of the pastors and sessions in each congregation and work to further equip that ministry.
- c. Build trust relationships with the pastors and congregants that make the sharing of leaders possible. Partner with pastors in identifying the potential leaders in their congregations whose gifts for ministry can be used in the wider church
- d. Advocate for the congregations by conveying their needs and concerns to the appropriate presbytery entities.
- e. Facilitate and develop the ongoing flow of information regarding the life of the congregations within the Presbytery, telling the story of their successes, needs, and opportunities in ministry.
- f. Gather congregations and leaders around centers of cooperative ministry and mission within the Presbytery and beyond. Shepherd them towards becoming a vital learning community in which leaders are equipped for service and all members feel challenged to grow in their faith and commitment to Christ.
- g. Encourage pastors to be connected to small groups of ministers both within and beyond our denomination for mutual support and fellowship, and help connect those pastors who are discouraged or frustrated in their ministries with appropriate mentors within the Presbytery.
- h. Model for the congregations within the Presbytery a playful spirit of Christian community.
- i. Maintain confidentiality in all working relationships.

Administrative Responsibilities: (15% of Work Time)

- a. Attend each Council and Presbytery Meeting and provide a written and/or oral report at each.
- b. Maintain a working relationship with peers in the wider church.
- c. Resource the new Evangelism and Church Vitality Unit of the Presbytery
- d. Consult with the Stated Clerk/Administrator in the recommendation of Interim and Designated Pastor candidates.

Accountability:

The Executive Presbyter is accountable to the Presbytery through its Council.

Evaluation:

The Council and the Executive in consultation shall annually in January agree on a specific set of goals and objectives for the year. An annual evaluation of the Executive Presbyter's work will be conducted by the Personnel Committee with a comprehensive review every five years.

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**Title: Stated Clerk/Administrator**

- I. We recommend that the role of the Stated Clerk be changed to that of Stated Clerk/Administrator with the following responsibilities:
  - a. To fulfill the responsibilities defined for the Stated Clerk by the Presbytery's Administrative Manual.
  - b. To resource the work of the Committee On Ministry, the Committee on Preparation for Ministry, Committee on Representation, Trustees and the Administrative Support Unit including Audit Committee, Communications, Financial Development Committee, and Personnel.
  - c. To provide oversight for the Presbytery Office and Staff, working with the EP.

Accountability:

The Stated Clerk reports to the Presbytery.

The Stated Clerk/Administrator administrative functions are accountable to the Presbytery, the EP and Council.

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**Council Responsibilities**

- I. We recommend that Presbytery Council assume the major responsibility for:
  - a. Overseeing the ministry and mission of the Presbytery
  - b. Planning inspiring and educational meetings for the Presbytery
  - c. Oversee the Presbytery's budget, and recommend necessary changes to the Administrative Manual
  - d. Ensure the staffing of all volunteer presbytery positions through Nominating Committee.

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