

Presbytery of Giddings-Lovejoy Position Description

Title: Acting Executive Presbyter

Purpose: The Acting Executive Presbyter is to support the Presbytery to focus on its mission and goals

Accountability:

The Acting Executive Presbyter is called and/or employed by the Presbytery and is accountable to the Presbytery through the Mission Council and its Personnel and Office Management Committee.

Relationships:

The Acting Executive Presbyter serves with other presbyters and staff colleagues in leadership relationships characterized by trust, communication, coaching, empowerment, learning, partnership and performance and shall supervise and coordinate the work of the Presbytery and its staff in a style which values teamwork, collaboration, connectedness and collegiality.

Responsibilities:

Pastoral care

- Prays for and with the congregations, pastors and leadership of the Presbytery
- Supports the ministry of lay leaders
- Is visible to the churches and pastors of the Presbytery by scheduling times and occasions for his/her presence in the field.

Administration

- Serves as primary staff to the Mission Council
- Assumes responsibility for, assigns tasks to, deploys and supervises performance of staff teams, both program and administrative
- Provides general supervision of all volunteer and salaried staff of the Presbytery in accordance with the personnel policies established by the Presbytery.
- Works with the Stated Clerk in an open and collegial manner and provides general direction in program areas only
- Provides general direction to the Financial Manager; participates in development of an annual budget; and with the assistance of the Financial Manager, assures proper disbursement and accounting of funds to implement the decisions of Presbytery
- Assures implementation of Presbytery decisions in matters of strategy, program, and resources
- Works with the Mission Council to assure implementation of General Assembly decisions in matters of strategy, program and resources

Interpretation

- Provides connectedness for the representation of the Presbytery in secular, ecumenical and interfaith relationships, where appropriate.

Compensation:

Compensation would be at one-quarter (1/4) FTE and at a salary equivalent to the ¼ of the effective salary of the current Executive Presbyter.

Evaluation:

The Personnel and Office Management Committee of the Mission Council shall make provision for review

Term:

The Acting Executive Presbyter shall be employed for a minimum of four months beginning July 12, 2010, subject to evaluation and extension on a monthly basis.

Adopted by Presbytery Mission Council: 5/11/2010