

## 2.300 COMMITTEES OF COUNCIL: PERSONNEL

### 2.307 Executive Presbyterian

#### A. Executive Presbyterian-Person Description

1. General Qualifications
  - a. A personal and joyful commitment to God through Jesus Christ and dedication to Christ's Church.
  - b. A commitment to the Church of Jesus Christ as expressed in the Reformed tradition.
  - c. A mature theological understanding; a commitment to the Reformed heritage and tradition of the Presbyterian Church (U.S.A.); presently a member of the Presbyterian Church (U.S.A.) and ordained as elder or minister.
  - d. A major working responsibility within a Presbytery or higher governing body with knowledge and sympathy toward interfaith and ecumenical work.
  - e. Experience in a small and/or rural church helpful.
2. Care: Being Pastoral
  - a. A personal attitude of openness, sensitivity, and compassion for people.
  - b. Ability to develop a climate of friendliness, concern, support, trust, respect, and understanding among all Presbyterians within the life of the Presbytery.
  - c. Maturity, stability, honesty and enthusiasm.
  - d. Understanding and sensitivity to ministers and their needs.
  - e. Understanding and sensitivity to the realities of congregational life; and openness to becoming knowledgeable of the area and its people.
3. Leadership: Working with Others in Ministry. We seek a person who demonstrates:
  - a. The leadership skills to empower the Presbytery in its mission.
  - b. Skill in identifying and envisioning directions for the Presbytery as it responds to the Gospel.
  - c. A positive self-image.
  - d. Ability to cooperate.
  - e. Ability to manage conflict with political sensitivity.
  - f. Skills in understanding the dynamics of human relationships working with small groups, drawing out gifts and abilities of people.
  - g. High moral standards in personal and professional life.
  - h. Interest and ability to work effectively in ecumenical communion.
  - i. Ability to field concerns and act on them appropriately.
  - j. A working knowledge of the Book of Order.
4. Management: Accomplishing the Tasks. We seek a person who demonstrates:
  - a. Ability to clarify, organize, plan and follow through on tasks, i.e.:

- i. Program development
- ii. Budget development
- iii. Office supervision
- b. Ability to communicate clearly and warmly, through listening, speaking and writing.
- c. Ability to identify leadership in the Presbytery.
- d. Skill in creative problem solving.
- e. Skill in motivating others to carry out responsibilities.
- f. Ability to set priorities, managing time wisely and efficiently.
- g. Stamina with the ability and willingness to spend a significant number of hours in travel.
- h. Ability to accept and respond constructively to criticism.

B. Position Description

1. Title: Executive Presbyter for the Presbytery of Northern Waters.
2. Purpose: The Executive Presbyter is to facilitate, challenge and encourage ministry, mission and people:
  - a. To equip Presbytery in its unique mission as a governing body.
  - b. To be responsible for implementing Presbytery mission.
  - c. To assist Presbytery, its sessions and pastors, and when called upon Synod and General Assembly, to be creative and engage effectively in the mission of Jesus Christ.
3. Accountability: The Executive Presbyter is called and employed by the Presbytery and is accountable to the Presbytery through the Presbytery Council for Presbytery responsibilities. S/he is accountable through the Synod Executive, who is the supervisor, to the Synod for Synod Responsibilities.
4. Responsibilities:
  - a. To be the chief administrator accountable to the Presbytery for the implementation of Presbytery decisions in matters of strategy, program, and resources, and provide staff services for Presbytery committees.
  - b. To serve as a pastor to pastors in the Presbytery.
  - c. To serve as a resource advisor to Presbytery's Committee on Ministry.
  - d. To co-ordinate the staff of the Presbytery.
  - e. To direct the office of the Presbytery.
  - f. To support Presbytery officers, chairpersons, representatives and others working within the framework of Presbytery and related bodies.
  - g. To serve as a member ex officio on the Presbytery Council and the committees of the Presbytery, including the committee or committees responsible for personnel, assist in the development, implementation, and evaluation of Presbytery policies, goals and budgets.

- h. To maintain contact and visibility with all churches of the Presbytery.
  - i. To propose resources and strategies which can strengthen our identity as Presbyterians in relation to history, polity, theology and mission.
  - j. To provide leadership and vision to the Presbytery and its committees to increase emphasis in the areas of worship, evangelism, youth ministry and small church revitalization.
  - k. To develop strategies which will build relationships among pastors and among churches in the Presbytery.
  - l. To interpret the interests of the Presbytery to the Synod and the interests of the Synod and the whole Church to the Presbytery.
  - m. To interpret, when appropriate, the decisions and program of the Presbytery to the sessions.
  - n. To interpret, when appropriate, the policies and decisions of the Presbytery to the general public.
  - o. To be responsible for interpreting and facilitating the implementation of the actions of the Presbytery and Synod as they may affect one another's ministry or mission.
  - p. To represent the Presbytery in ecumenical relations when delegated by the Presbytery.
  - q. To implement the church wide plan for Equal Employment Opportunities and the Presbytery's Affirmative Action Program.
  - r. To maintain Presbytery Staff personnel files.
5. Review: The Presbytery committee responsible for personnel shall make provisions in consultation with the Synod, for an annual review of the Executive's work, and for a comprehensive review at least every five years. The annual review shall include the identification of goals and priorities at the beginning of the review period to provide the basis for the annual review.
6. Term: The person is to be elected for an indefinite term.