

Presbytery of the Plains & Peaks
Executive Presbyter
Job Description

The Presbytery has determined a need for Executive leadership among its churches and minister members. This shall be a part-time position (approximately 19 hours/week).

Purpose:

- Lead the Presbytery in functioning in accordance with its vision, values, and goals, and facilitate ongoing discernment of vision, values, and goals.
- Facilitate communication and connection between the Presbytery and the member churches of the Presbytery of Plains and Peaks.

Expectations:

- Encourage a culture of spiritual practices that opens us to God's presence and fosters curiosity, belonging, mission, generosity and equipping.
- Assist the Presbytery, Council, and Committees with accomplishing their goals by attending their meetings and providing assistance and direction as needed.
- Be physically present within the Presbytery for a portion of each month including in person attendance at Presbytery meetings (willing to consider someone who resides outside the Presbytery boundaries with the ability to meet this expectation.)
- Support congregational vitality by consulting, encouraging, and sharing resources with congregations and pastors.
- Be responsive to congregational and pastoral crises.
- Meet with the Synod and/or other Presbytery representatives regarding merging or sharing staff.
- Gather and contribute content (theological reflection, presbytery news, resources and opportunities) for the bi-weekly Presbytery ENEWS.
- Report regularly to Presbytery, Council, and Personnel Committee on activities, progress on projects, and advise Presbytery on issues, processes, and polity as needed and appropriate.

Relationships:

- Work with the Stated Clerk (part-time) and supervise the Presbytery Office Administrator to deliver efficient and compassionate services to members of the Presbytery.
- Maintain an effective relationship with the higher judicatories of the PC(USA) through communication with the Synod and/or General Assembly as needed, including attending the Synod Staff Forum.
- Serve as a staff resource for Presbytery committees/subcommittees/commissions.

Number of Persons Reporting: Two: Presbytery Office Administrator & Plentiful Gifts Catalyst

Budget Responsibility:

- Track and report all expenses in the Executive Presbyter portions of the Presbytery budget.
- Work with the Finance Subcommittee to develop a yearly budget.

Qualifications:

- A strong faith in Jesus Christ consistent with the reformed tradition of the PC(USA).
- An ordained Minister of Word and Sacrament or a ruling elder in good standing in the PC(USA), with a strong knowledge of PC(USA) governance and the Book of Order.
- Ability to manage time and priorities in a part-time position.
- Demonstrated leadership abilities that empower and encourage church management, employees, and volunteers.
- Demonstrated ability to effectively oversee special projects and consultants to achieve desired outcomes on time and on budget.
- Demonstrated effective relational skills capable of encouraging and empowering other leaders.
- Demonstrated ability to effectively oversee and/or collaborate with Presbytery staff.

Compensation:

Compensation shall be the monthly portion of the annual salary of \$40,000.

The position is exempt.

Benefits

Business Expenses (includes mileage based on IRS rate, hotel, meals, office expenses, and other related Presbytery expenditures): \$8,000/year

Study Leave: \$2,500/year

A yearly expenditure of \$1,000 to be prorated monthly for remote office expenses.

Vacation

Four weeks of paid annual vacation.

Study Leave

Two weeks per year.