

The Presbytery of Riverside, in the Synod of Southern California and Hawaii is seeking a Transitional Executive Presbyter. Following is the Person/Position Description. Salary will be commensurate with experience. Deadline for accepting applications is January 16, 2015. Please send PIF or resume to: RiversideTEPSC@gmail.com.

PRESBYTERY OF RIVERSIDE
TRANSITIONAL EXECUTIVE PRESBYTER

The Presbytery of Riverside is seeking a Ruling or Teaching Elder of the PC(USA) to serve as Transitional Executive Presbyter. We are seeking an applicant who is dedicated to God as revealed in Jesus Christ by the power of the Holy Spirit, the Presbyterian Church (USA) with its roots in Reformed theology, its Great Ends, its Historic Principles of Church Order, and the organization and policies of the Presbytery of Riverside as articulated in the latest edition of the Manual of Administrative Operations and the Constitution of the Church. We desire an applicant who has the following traits and skills:

PERSON DESCRIPTION:

1. A strong, lively faith in God as revealed in Jesus Christ.
2. Effective speaker and listener.
3. A sense of humor.
4. Ability to work with diverse theological views within the reformed tradition.
5. Dedication to and enjoyment of congregational life, with appreciation of various worship styles.
6. A spirit of concern for the laity and the pastors of the presbytery.
7. Willingness to learn, and an openness to new ways of doing things including reorganization at all levels.
8. Sensitivity to racial/gender/generational/economic/cultural issues.
9. Knowledge of the workings of the synod and General Assembly and willingness to inform and educate congregations.
10. Understanding of the Book of Order.

11. Strong administrative skills, including managing the office staff and nurturing a collegial environment.
12. Skilled at establishing personal and professional boundaries and able to model this for others.
13. Commitment to the Presbyterian process, promoting clarity and transparency in all aspects of the presbytery.

POSITION DESCRIPTION:

General Purpose of the Position: The Transitional Executive Presbyter will lead Riverside Presbytery in preparing the way for the future Executive Presbyter by developing relationships with pastors and church leaders.

Accountability and Relationships: The Transitional Executive Presbyter will be called and employed by the presbytery and is accountable to the Vision Coordinating Team through the Personnel Committee. The person will be head-of-staff and coordinate the work in a style which values teamwork and collaboration.

Responsibilities:

Attend to the Developmental Tasks of Interim or Transitional Ministry:

- Coming to terms with the presbytery's history.
- Explore new ways of relating to the synod and bordering presbyteries.
- Guide the presbytery in discovering a shared vision/identity for transformative ministry.

General:

- Visits congregations for worship and congregational gatherings.
- Leads, mentors, and counsels members of the presbytery toward realizing the work on the Mission Goals for 2010-2015.
- Interprets the mission of the presbytery, synod, and General Assembly to the constituents of the presbytery.
- Encourages sessions and pastors to develop women and men to become the new leaders in the presbytery.

- Promotes the development of stewardship programs that will support the mission and ministry of the presbytery.
- Supports and guides the ministry of the presbytery and the presbytery's committees/teams in conjunction with the Vision Coordinating Team.

Administration:

- Supervises the Treasurer (Volunteer) and Administrative Assistant in consultation with the Personnel Committee.
- Oversees the development of grant/loan proposals to ensure the timeliness and completeness of the submittals to higher judicatories.

Pastoral Care:

- Prays for and with presbyters and congregations.
- Serves as pastor to the pastors of the presbytery.
- Is a visible advocate of the Good News of Jesus Christ.

Committee Responsibilities:

- Serves as support staff to the Vision Coordinating Team, Committee on Ministry, Property and Finance Committee, and Personnel Committee.
- Works closely and collaboratively with the Stated Clerk.
- Consults with the treasurer, bookkeeping service/bookkeeper, and Property and Finance Committee regarding the financial health of the presbytery.

TERM:

The Transitional Executive Presbyter shall be elected for two years, with possible extensions, with the understanding that either party may terminate the agreement with thirty (30) days' notice. Evaluations by the Personnel Committee will be at six months and at the end of each year with a required exit interview.

Approved by Council 10-16-01. *Modified and proposed to Vision Coordinating Team 07-08-14*

Modified and Approved by Vision Coordinating Team 7/8/14 and 8/19/14, presented to the Presbytery of Riverside 9/13/14.

Modified by the Search Committee with advice from the Synod 10-28-14