

Presbytery of Sacramento
Interim General Presbyter Job Description
Interim for 2015-2016
Proposed by Personnel Committee – March 26, 2015
Approved by Council – April 1, 2015

TITLE: Interim General Presbyter

PURPOSE: The Interim General Presbyter is hired by the Council of the Presbytery of Sacramento and is accountable to the Presbytery through its Council. The Interim General Presbyter is employed by the Synod of the Pacific and is accountable to the Synod for the purpose of implementing Synod's personnel policies and procedures.

REPORTS TO: The Presbytery of Sacramento through the Personnel Committee and the Council of the Presbytery.

GENERAL GOAL OF THE POSITION: To lead the Presbytery in following its vision of nurturing leaders and equipping congregations to share in the mission of Jesus Christ.

RESPONSIBILITIES, TASKS AND PERFORMANCE RESULTS EXPECTED:

1. Function: Plan and manage with Council a process of engaging the sessions of the congregations of the Presbytery in conversations to discern what support the sessions and congregations need from the Presbytery (40%).
 - A. Tasks:
 - i. Listen and discern together God's vision for the Presbytery of Sacramento by meeting with congregations (youth to older adults), sessions, pastors, committees, other groups of Presbytery, and by participating in Presbytery Meetings.
 - ii. Help the Presbytery listen collectively for the voice of God.
 - iii. Build relationships of trust and collegiality with teaching elders and ruling elders.
 - iv. Visit with pastors, sessions, etc. in times of worship, study, and fellowship.
 - v. Train and develop ruling elders and sessions as spiritual leaders.
 - vi. Coach teaching elders to build on their strengths.
 - vii. Collaborate with the Stated Clerk as colleagues and resource persons to the Council, support teams, committees, task forces, and commissions of the Presbytery.
 - B. Performance meets satisfactory expectation when:
 - i. The Interims General Presbyter is meeting with and facilitating discussions with congregations, sessions, pastors, committees, and other groups of Presbytery regarding the vision for the Presbytery and vision of the local congregation.

- ii. The Interim General Presbyter provides opportunities and guides the Presbytery in prayer and meditation to listen for the voice of God.
 - iii. Input from teaching elders and ruling elders indicate that they have a trusting and collegial relationship with the Interim General Presbyter.
 - iv. Input from pastors, sessions, etc. indicate that the Interim General Presbyter has been with them at times of worship, study, and fellowship.
 - v. Input from ruling elders and sessions indicate that they have received training and development opportunities as a result of encouragement, training and/or input from the Interim General Presbyter.
 - vi. Input from teaching elders indicate that they have received positive coaching from the Interim General Presbyter.
 - vii. Input from members of the Council, support teams, committees, task forces, and commissions of the Presbytery indicate that they have been treated as colleagues by the Interim General Presbyter and that the Interim General Presbyter has served as resource person for their committee.
2. Function: Equip congregations to grow spiritually and to share in the mission of Jesus Christ (30%).
- A. Tasks:
- i. Visit with congregations, including those involved with new church development, in times of worship study, and fellowship and communicate the continuing conversations around the Presbytery's vision and purpose of the Council to our congregations.
 - ii. Collaborate with the Congregational Support Team to increase congregational health and growth.
 - iii. Collaborate with the Mission Support team to identify opportunities to connect congregations in mission as we work with ecumenical and interfaith partners.
 - iv. Lead the Presbytery in prayer so that the voice of Christ is ascertained through silent listening and spoken submission to God.
 - v. Collaborate with the Pastoral Support Team to increase collegiality within the Presbytery and provide care and learning opportunities.
 - vi. Provide staff support to the Administration Commission for new Worshipping Communities.
- B. Performance meets satisfactory expectation when:
- i. Monthly reports state that the Interim General Presbyter attends various congregations throughout the Presbytery.
 - ii. Members of the Congregational Support Team indicate that the Interim General Presbyter has collaborated with them to increase congregational health and growth.
 - iii. Members of the Mission Support team indicate that the Interim General Presbyter has collaborated with them to identify mission opportunities.
 - iv. Attendees at Presbytery meetings indicate that they are impacted by prayers led by the Interim General Presbyter.

- v. Members of the Pastoral Support Team indicate that the Interim General Presbyter has collaborated with them in increasing the collegiality within the Presbytery and in providing care and learning opportunities.
 - vi. New worshipping communities state that they are receiving needed support from Presbytery.
3. Function: Serve as Head of Staff and supervisor of all employees of the Presbytery (10%)
- A. Tasks:
 - i. Collaborate with Personnel Committee to design a staff structure to support Presbytery's vision with available resources.
 - ii. Administer the personnel budget and set staff salaries and salary increases in consultation with the Presbyter Personnel Committee and in accordance with the guidelines and Personnel Policies of the Synods of the Pacific.
 - iii. Implement the Personnel Policies and Procedures of the Synod as stated in the Synod Administrative Manual.
 - iv. Be available to all staff members for support and consultation and develop Presbytery staff as a team to prioritize and coordinate Presbytery work.
 - B. Performance meets satisfactory expectation when:
 - i. Staffing needs have been clarified and confirmed.
 - ii. The Interim General Presbyter administers the personnel budget and works with the Presbytery Personnel Committee according to the guidelines and Personnel Policies and Procedures of the Synod of the Pacific.
 - iii. The Interim General Presbyter informs the Presbytery Personnel Committee about personnel matters.
 - iv. The Interim General Presbyter is available to staff for support and consultation.
4. Function: Collaborate with Presbytery Committees and represent the Presbytery (20%)
- A. Tasks:
 - i. Collaborate with Presbytery Council, support teams, and committees to align the Presbytery resources – staff, funds, property – with the vision of the Presbytery.
 - ii. Collaborate with Budget and Finance Committee to encourage and equip Presbytery committee to steward the resources entrusted to them in accordance with Presbytery's vision and to identify adjustments when needed to support this vision.
 - iii. Serve as a primary staff resource for Presbytery's Council and for the Committee on Ministry
 - iv. Represent the Presbytery at the Synod and the General Assembly of the PCUSA.
 - v. Participate in conversations with neighboring Presbyteries and with the Synod of the Pacific exploring staffing needs and options.
 - B. Performance meets satisfactory expectation when:

- i. Members of the Presbytery Council and others indicate that the Interim General Presbyter has collaborated with them to effectively steward Presbytery resources.
- ii. Members of the Budget and Finance Committee indicate that the Interim General Presbyter has collaborated with them to effectively steward Presbytery resources.
- iii. Members of the Council and the Committee on Ministry indicate that the Interim General Presbyter has served as an effective resource for their committee.
- iv. The Interim General Presbyter attends meeting of the Synod and General Assembly and provides informative reports back to appropriate Presbytery committees, teaching elders, ruling elders, etc. about policies, procedures, events, etc.
- v. The Interim General Presbyter attends meeting with neighboring Presbyteries and with the Synod and provides informative reports back to appropriate Presbytery committees concerning the sharing of staff resources, etc.

EVALUATION: Annual review and evaluation of performance in accordance with the personnel policies of the Synod.

EMPLOYMENT TERMS: This is an exempt full-time salaried position. The position is subject to the personnel policies of the Synod of the Pacific. The employee must maintain confidentiality at all times. All other terms and conditions are described in the Personnel Policies and Procedure Manual or current office procedure and practice. The Synod of the Pacific is an Equal Opportunity Employer.

GENERAL QUALIFICATIONS, SKILLS, AND PERSONAL CHARACTERISTICS:

1. General Qualifications:
 - a. Experience: A teaching elder or a ruling elder in the PCUSA displaying a knowledge of and commitment to PCUSA polity
 - b. Education: A four-year college degree
2. Skills:
 - a. to interpret, advocate for, and manage transition and transformation
 - b. to communicate effectively, both orally and in writing
 - c. to listen actively
 - d. to listen and discern collaboratively God's vision and to assist in implementing the vision
 - e. to build effective and collegial teams
 - f. to promote reconciliation with a large and diverse group
 - g. to appreciate diverse theologies
 - h. to manage conflict
 - i. to help persons talk to one another
 - j. to promote and encourage trust

k. to respond proactively and pastorally to issues that arise.

3. Personal Characteristics:

- a. Has a strong personal faith in Jesus Christ as Lord and Savior, and ability to articulate it
- b. Has pastoral sensitivity with effective pastoral relationship skills
- c. Has strong organizational skills
- d. Has high integrity
- e. Connects well with people
- f. Approaches leadership with humor, grace, and a clear sense of self
- g. Is humble
- h. Is a praying person
- i. Is resilient