

Presbytery of Northern New York Resource Presbyter Position Description

TITLE

Resource Presbyter

PURPOSE

The purposes of this position are to:

- Build the community of the Presbytery of Northern New York through the development of relationships and other resources, such as information technology
- Assist the Commission on Ministry (COM) to complete specified functions
- Facilitate peer-to-peer relationships and mentoring opportunities among the pastors who are members of the Presbytery
- Report on the status of various committees and boards of the Presbytery at Coordinating Council meetings

RELATIONSHIPS

The Resource Presbyter will relate to:

- The Presbytery Coordinating Council for accountability and job performance and facilitating communication within the Presbytery
- The COM as colleague, resource, and support
- Pastors as a resource and facilitator of relationship development and mentoring
- Ruling elders, staff, officers, committee chairs and volunteers as communication facilitator
- Resources within the PCUSA

REQUIREMENTS

- Education and experience in relationship development and communications
- Experience in working with congregations, particularly in the understanding of the dynamics of small congregations
- Commitment to the PCUSA
- Teaching Elder, Ruling Elder, or equivalent in the PCUSA or other denominations with whom the PCUSA is in correspondence

RESPONSIBILITIES

The Resource Presbyter will have major responsibilities in the following areas, balancing time as appropriate between specific tasks:

COMMUNITY BUILDING

- Maintain regular contact with pastors and congregations through attendance at worship and other occasions
- Communicate regularly with congregations, elected Presbytery officers, and committee and board chairs

- Utilize information technology to enhance communications throughout the Presbytery, providing instruction and referrals as needed
- Serve as a resource to generate and facilitate the use of creative and effective forms of communication within the Presbytery
- Oversee the Presbytery's website, providing technical support to committee chairs and referrals to other resources as needed
- Forward queries/information/ideas to appropriate people/committees
- Gather related parties together in order to ascertain needed resources and encourage partnership

STAFF THE COMMISSION ON MINISTRY

Provide assistance through emotional and spiritual support, serving as an information resource and consultant, and providing leadership for intervening with pastors and/or congregations where appropriate:

- Work as consultant with the COM chair and commission to assess situations regarding pastors and congregations
- Work with the COM to develop effective intervention strategies and plans with pastors/congregations
- Facilitate the development of effective intervention skills by committee members while serving as a resource and model where appropriate
- Intervene with pastors/congregations when appropriate at the request of the COM

REPORT ON THE STATUS OF PRESBYTERY COMMITTEES AND BOARDS AT EACH COORDINATING COUNCIL MEETING

Maintain knowledge of the progress, needs, and impediments to progress in the work of committees and boards and communicate that information to the Coordinating Council:

- Attend all Coordinating Council meetings
- Maintain regular communication with chairs of all committees and boards
- Provide at each Coordinating Council meeting the status of each Presbytery Committee and Board

FACILITATE PEER-TO-PEER RELATIONSHIPS AND MENTORING OPPORTUNITIES AMONG THE PASTORS WHO ARE MEMBERS OF THE PRESBYTERY

Strengthen ties among and between pastors and enhance the use of mentoring relationships among and between pastors:

- Enable the development and implementation of retreats and other opportunities (online or in person) for the enhancement of relationships among pastors
- Know and use resources (such as clergy coaching) for support
- Develop and implement support strategies for pastors
- Maintain regular contact with pastors
- Learn the professional strengths of each pastor and congregation in the Presbytery. Use this information when appropriate for consultation or mentoring referrals
- Develop and implement a mentoring program for all pastors within three years of ordination

- Maintain regular contact with pastors through attendance at worship and other occasions when the body gathers
- Be available to pastors, members, and committee and board chairs as needed

ECCLESIASTICAL

Participate in meetings throughout the PCUSA structure in order to learn of resources that are potentially useful and available to the Presbytery, its churches, pastors, committees, and boards:

- Serve as a member of the Coordinating Council (Voice, no vote)
- Attend Presbytery and Synod meetings
- Attend meetings of the Governing Body leaders, including Synod, Synod Collegium, the Association of Mid-Council Leaders, and General Assembly

ACCOUNTABILITY AND EVALUATION

The Resource Presbyter will be Accountable to the Coordinating Council through a semi-annual review by the Personnel Committee. To facilitate this process, an Advisory Council, composed initially of the members of the Resource Presbyter Search Committee, will be available for the Resource Presbyter for support and assessment of objectives. This team will consult with other people as necessary in order to provide reasonable and helpful feedback to the Resource Presbyter.

A description of the role of the Advisory team, its authority, the level of empowerment to deal with concerns or conflict, and its process of operating will be developed by the Coordinating Council and Personnel Committee and presented to the Presbytery for its approval.

TIME EXPECTATIONS AND COMPENSATION

- The Resource Presbyter will be half-time for no less than 20 hours/week.
- Compensation will be \$25,000 per year plus required contributions to the Board of Pensions, travel expenses not to exceed \$5,000.00, 2 weeks of continuing education with a stipend of up to \$1,000.00 and 4 weeks of paid vacation.
- Time requirements will be flexible and individualized as agreed upon by the Resource Presbyter and Coordinating Council.

*Direct inquiries for position to:
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