

**PRESBYTERY OF COASTAL CAROLINA, PRESBYTERIAN CHURCH (U.S.A.)
POSITION DESCRIPTION**

POSITION: General Presbyter/Stated Clerk

PURPOSE: The purpose of the General Presbyter is to serve as the head of staff and the Stated Clerk of the Presbytery. The position is located in the Presbytery of Coastal Carolina and is responsible for Presbytery affairs in accordance with the Presbyterian Church (U.S.A.) *Book of Order*.

QUALIFICATIONS:

Education: Minimum of a Baccalaureate Degree in an appropriate field. Ministers should have at least a Masters of Divinity.

Work Related Experience:

At least six years' experience as a church pastor or as an active elder, with experience in a small membership congregation. Experience in strategic planning, visioning and organizational development desirable.

Professional:

- An ordained minister of the Word and Sacrament or Elder in the Presbyterian Church (U.S.A.).
- Advanced knowledge of the Scriptures, the *Book of Order*, and *Book of Confessions*.
- An understanding, through experience and/or training, of the dynamics which foster effective, vital and faithful congregations.
- Service, as called staff or as active participant, at Presbytery, Synod or General Assembly level of the Church.
- Skilled in using tools for effective communications.

Personal:

- Stated commitment to Jesus Christ as Savior and Lord, and a faithful witness to Jesus Christ in word and deed.
- States and exhibits commitment to the Presbyterian Church (U.S.A.).
- Ability to work with diverse groups of persons without regard to gender, age, racial ethnic background, differing social, economic, and cultural backgrounds.
- Is passionate and enthusiastic about the work, affirming and encouraging in manner, articulate and reliable, trustworthy in character, diligent in performance of assignments, flexible and collegial in relationships.
- Has the ability to build knowledge and skills needed to carry out the position faithfully.
- Demonstrates openness to insights of others.
- Has vision and imagination, is creative and energetic.
- Has an aptitude for, as well as experience in, transition and change management.

RESPONSIBILITIES:

Leadership

- Keep Presbytery's focus on its Provocative Proposal (Vision Statement) and its Missional Community structure with particular attention to their three core functions: congregational vitality, shared mission, and Christian (leadership) formation; lead by moving beyond maintaining and managing, to showing the way.
- Establish a sound level of trust, confidence, and confidentiality among staff, congregations, elected leaders and pastors.
- Demonstrate the administrative ability to assist in budgeting processes, personnel and pastoral compensation issues and stewardship education.
- Build commitment throughout the Presbytery to various missions.
- Encourage church development.
- Maintain regular contact with congregations in the Presbytery by visiting and preaching.
- Respond in a timely manner to the needs of pastors, churches, staff and elected leaders in coordination by coordinating care with Mission Coordinators, COM and their liaisons and transformation coaches.
- Promote effective communication across the Presbytery.
- Develop annual personal goals in consultation with Mission Cabinet, SPOR, and Personnel Committee.

Oversight – (GP – General Presbyter Function; SC – Stated Clerk Function)

- **GP** - Supervise program and support staff of Presbytery.
- **GP** – Review and report on a regular basis (in consultation with the Personnel Committee) the effectiveness of support staff positions to Presbytery's Mission Cabinet.
- **GP** - Make decisions concerning temporary staff in consultation with the Executive Committee of Mission Cabinet and the chair of the Finance and Property Committee of the Presbytery's Mission Cabinet.
- **GP** – Initiate annual evaluation of employees in consultation with the Personnel Committee of Mission Cabinet and coordinate the setting of goals for all senior staff persons.
- **GP** – Carry out further responsibilities as needed by the Presbytery.
- **SC** – Fulfill the responsibilities of Stated Clerk as outlined in the *Book of Order*.
- **SC** - Serve as Secretary of the Board of Directors of the Corporation.
- **SC** - Prepare proposed agenda for the Presbytery meeting in consultation with the Presbytery's Mission Cabinet.
- **SC** - Serve as Parliamentarian for meetings of Presbytery.
- **SC** - Prepare Presbytery Minutes to be presented to Presbytery Mission Cabinet and Presbytery.
- **SC** - Oversees the maintenance of the rolls of ministers and their current work status.
- **SC** – Oversees the annual review of sessional records.

Communication

- Serve as an advisory member of Presbytery Mission Cabinet, without vote.
- Maintain open communications with Sessions, other Presbyteries, the Synod and the General Assembly.
- Provide staff support to all of Presbytery's committees either by staffing them or by assigning other staff persons to specific committees.
- Interpret the opportunities and issues facing the church.
- Monitor compliance with the Presbytery's Sexual Misconduct and Ministerial Ethics Policies.

Care

- Nurture persons in their ministry.
- Encourage progress toward "A Vision of Absence of Racism: Building Bridges within the Bounds of the Presbytery of Coastal Carolina," adopted October 3, 1998.
- Provide resources and insight to enable Sessions and Diaconates to be more effective.
- Conduct background checks of ministers entering the Presbytery.

SEARCH AND HIRING AUTHORITY: The search and hiring process is outlined in the Presbytery's Manual of Administrative Operations.

RESPONSIBLE TO: Presbytery, through the Presbytery's Mission Cabinet.

EMPLOYMENT: Full-Time

EXEMPT STATUS: Exempt

TERM OF SERVICE: Three years with eligibility for re-election

EVALUATED BY: The Personnel Committee of Presbytery's Mission Cabinet will provide an annual review and conduct an evaluation during the final year of the term of service. The annual review and the end-of-term evaluation shall be reviewed by the full Presbytery Mission Cabinet in executive session. It will be the responsibility of the Presbytery's Mission Cabinet to make a recommendation to Presbytery after the performance evaluation.

Revised by Personnel Committee – 07/27/2005
Reviewed by Transition Task Force – 6/6/2007
Updated by Personnel Committee – 02/21/2008
Updated by Personnel Committee - 03/06/2018