

**Presbytery of Lake Huron  
Presbyterian Church (USA)**

Position Description

Executive Presbyter

**POSITION DESCRIPTION**

The position of Executive Presbyter (EP) is a full-time, called and installed position in the Lake Huron Presbytery. The EP serves as head of staff for the presbytery office and takes the lead in resourcing and guiding the presbytery with training and leadership development opportunities. The EP helps shape and build the missional efforts of the presbytery. As part of a team, working with the staff and the presbytery at large, the EP is responsible for exercising pastoral concern for clergy and congregations in order that the mission of the presbytery can be accomplished.

**Purpose**

The Executive Presbyter casts a compelling and inspired vision for a preferred future. The EP will guide, nurture, encourage, coach, cheer-lead, train, resource and facilitate the presbytery as it discerns who God wants us to be as the presbytery determines how to partner, nurture, resource, serve, and support congregations in the challenging times of the twenty-first century.

**EVALUATIONS**

The Personnel Committee on behalf of the Presbytery's Coordinating Team will conduct an initial six month evaluation and thereafter an annual performance review. The reviews shall be in accordance with the current mission goals and policies of the presbytery and the presbytery's Personnel Policies.

**PERSONAL CHARACTERISTICS**

- Strong faith in Jesus Christ and committed to the Presbyterian Church (USA) as an expression of Christ's mission in the world
- Relates well to individuals, laity and clergy and is able to understand their situations emphatically in order to give advice and counsel
- Strong interpersonal skills and the ability to work collaboratively and respectfully with others
- Approachable, compassionate leader with integrity
- Think outside the box to find creative solutions.

**RESPONSIBILITIES**

As head of staff of Lake Huron Presbytery, the EP shall perform the following duties:

- **Provide pastoral care and coaching to pastor and CREs and serve as liaison between presbyteries and sessions:**
  - Mobile, visible and accessible to ministers and CREs
  - Contribute to improved relations and communication between sessions, presbytery, synod and general assembly
  - Maintain regular contact, both formal and informal, with minister members of the presbytery serving as pastoral support

- Available, as coach, to assist ministers and CREs on an individual basis in working through problems and identifying helping strategies
- Meet with sessions to listen to congregations and to share information and resources
- **Serve as head of staff of the presbytery, providing and/or assigning staff support to the various committees, commissions, task forces, and other entities of the presbytery:**
  - Serve as primary staff support and/or resource to the Coordinating Team and all presbytery committees, commissions, task forces and other entities of the presbytery
  - Partner with Stated Clerk in preparing presbytery docket and working in collaboration with the Clerk to assure that all presbytery committees are functioning in compliance with the Book of Order and the bylaws of the Lake Huron Presbytery.
  - Supervise presbytery staff and implement, in consultation with the Personnel Committee, an annual performance review process for all staff
  - Provide staff service and serve as resource to Coordinating Team and other entities of the presbytery as needed.
  - Resource the Board of Trustees
  - Engage, at least annually, in continuing education for personal growth and professional development
- **Serve as a liaison between the presbytery and other councils, ecumenical agencies and interfaith communities:**
  - Liaise with appropriate individuals and agencies of the Synod and General Assembly for the enhancement of congregational life and ministry
  - Seek opportunities to represent the presbytery and enhance its involvement in ecumenical relations and community affairs within the region and across the denomination
  - Serve on Synod Executive Forum and General Assembly task forces as requested and in consultation with Coordinating Team
  - Interpret the work of the General Assembly and Synod to the presbytery and its congregations
  - Serve as a representative and spokesperson for the presbytery in ecumenical and interfaith relationships within the bounds of the presbytery as appropriate in accordance with Presbyterian polity
- **Provide leadership for congregations to reclaim a vision of becoming a missionally focused Presbytery.**
  - Assist in nurturing and strengthening the congregations of the Presbytery as they seek a common mission for the presbytery
  - Ensure the mission giving program of the presbytery and the denomination are publicized among the congregations
  - Provide space and content for mission presentations at presbytery meetings

## **PROFESSIONAL CRITERIA**

- Ordained as a Teaching Elder or Ruling Elder in the Presbyterian Church (USA) and possessing a working knowledge of the Constitution of the Presbyterian Church (USA)
- Leadership experience and excellent management skills in a religious organization, non-profit business or other professional setting managing personnel and programs
- Able to lead Lake Huron Presbytery in setting and working towards realistic goals
- Excellent verbal and written communication capabilities and proficient in the use of computer and other electronic communication technologies
- Professional demeanor, discretion and good judgment

## **ACCOUNTABILITY**

The Executive Presbyter is called and employed by the Presbytery and is accountable to the Presbytery's Coordinating Team through its Personnel Committee.

Presbytery of Lake Huron – EP Job Description April 16, 2015