

**GENERAL PRESBYTER
POSITION DESCRIPTION**

**PRESBYTERY OF LAKE ERIE
February 17, 2020**

GENERAL JOB DESCRIPTION AND ACCOUNTABILITY

The General Presbyter is responsible for relating to churches, providing administrative leadership, and encouraging spiritual growth among the congregations and clergy of the Presbytery of Lake Erie. The person in this full-time call shall be accountable to Coordinating Committee and the Presbytery through the Administrative Committee.

REQUIREMENTS

I. PERSONAL QUALIFICATIONS:

- A. Someone who has a personal and joyful commitment to Jesus Christ and dedication to the Presbyterian Church (USA).
- B. A person who is willing to be a visionary, working in conjunction with Coordinating Committee to bring about effective strategies for the Presbytery of Lake Erie.
- C. A person who is committed to pursuing Christian spiritual formation in life.
- D. Someone with a strong commitment to the Reformed Tradition.
- E. Someone with a thorough knowledge of the Presbyterian Church (USA). The ability to affirm and advocate the mission of the Presbytery of Lake Erie, the Synod of the Trinity and General Assembly.
- F. A person who is ordained as pastor or elder in the Presbyterian Church (USA).
- G. A person who is a self-starter, able to plan and use his/her time effectively and experienced with risk taking.
- H. A person who is highly relational and sensitive to others and can encourage healing and reconciliation in face of these challenging times.
- I. A person who can relate well to the diversity of the Presbytery of Lake Erie, including theological, geographical and church size differences.
- J. A person willing to enable and encourage others and also be able to delegate.
- K. A person who will be pro-active rather than re-acting to impending crises.

II. PRESBYTERY RESPONSIBILITIES:

- A. To the Presbytery of Lake Erie:
 1. Help Presbytery of Lake Erie flesh out and implement the Futuring Report (see attached).
 2. Continue dialog with synod members.
 3. Initiate conversations with other denominations to explore common ministry.
 4. Facilitates opportunities for spiritual development in the life of the Presbytery.
 5. Encourage laity to develop their Christian gifts in order that the body of Christ might be built.
 6. Reports as appropriate on the State of the Mission within the Presbytery.
- B. To the Presbytery Committees:
 1. Be primary staff person in correspondence with the following committees:
 - a. Committee on Ministry
 - b. Committee on Preparation for Ministry
 - c. Committee on Nominations
 - d. Administrative Committee
 - e. Congregational Life Committee

- f. Mission and Social Witness Committee
- g. Christian Education Committee
- h. Worship Committee

2. Ensures that the necessary staff resources shall be made available in order that the mission directed by Coordinating Committee shall be accomplished in a timely fashion.
3. Serves as an ex officio member of Coordinating Committee (without vote); when providing staff resources to other committees or entities of the Presbytery serve as an ex officio member.

C. To Coordinating Committee:

1. Provides staff resources in order that Coordinating Committee might fulfill their ministry on behalf of the presbytery.
2. Raises issues that hold long range visionary and strategic implications for the ministry of the Presbyterian Church (USA) in northwestern Pennsylvania and Western New York.

III. CONGREGATIONAL RESPONSIBILITIES:

- A. To regularly participate in worship, or lead worship, in all the churches of the Presbytery. While it is physically impossible to worship with every congregation every year it is a helpful goal to be present in each of our congregations at least once every two years. As a portion of the per capita payments of our members the General Presbyter is available once a year, at no charge, to preach in any of our churches.
- B. To serve as a pastor to congregations and their leadership, especially during times of crisis and of ministerial change, in order to nurture and encourage them during times of transition.

IV. PASTORAL RESPONSIBILITIES:

- A. To regularly visit and pray with all the clergy of Lake Erie Presbytery to encourage them in their ministries, to hear of their joys and concerns so that the body of Christ might be built up.
- B. To serve as a pastor, especially during times of crisis, offering counsel or intervention support.

V. ECUMENICAL, DENOMINATIONAL AND COMMUNICATION RESPONSIBILITIES:

- A. Serves as the chief ecumenical officer and official spokesperson in its relationships with other denominational judicatories and the general public.
- B. Participate actively in the connectional life of the Presbyterian Church (USA), representing the Presbytery (when appropriate) to the Synod and the General Assembly and facilitating Presbytery usage of the resources of the larger councils of the denomination.
- C. Serves as the primary spokesperson between the Presbytery and the general public.
- D. Interprets the work of the Presbytery to the larger church and of the larger church to the Presbytery and its constituent congregations.

VI. STAFF RESPONSIBILITIES:

- A. Responsible for the effective functioning of the office of the Presbytery of Lake Erie.
- B. Supervisor for the Administrative Assistant, Bookkeeper, Treasurer, and Resource Presbyter.
- C. Responsible to the Administrative Committee for initiation of requests for temporary staff specialists to deal with specific situations.
- D. Responsible for overseeing electronic and print communication.
- E. Provides input for annual staff reviews for all other Presbytery of Lake Erie staff.
- F. Encourages staff development to meet the changing needs of the Presbytery of Lake Erie.
- G. Coordinate with the Stated Clerk.

VII. ACCOUNTABILITY:

The General Presbyter is accountable to the Presbytery and to the Coordinating Committee through the Administrative Committee.

VIII. PERFORMANCE REVIEW

An annual performance review shall be held in accordance with the currently established procedures of the Presbytery Administrative Committee. Annual performance reviews shall be scheduled so that the Administrative Committee may provide salary recommendations in a timely manner for inclusion in the budgeting process of the Presbytery of Lake Erie.

IX. TERMINATION

Termination of employment of the General Presbyter shall be in accordance with the personnel policies of the Presbytery of Lake Erie.