

Job Description: Transitional Presbyter

Central Florida Presbytery

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Reviewed & Approved by the Transitional Presbyter Search Committee on 01/13/12.

The following Job Description is intended to describe the general nature and level of work that is expected. It is not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the personnel so classified.

The Application Deadline is March 1, 2012. The Starting Date is August 1, 2012. The Geographic Search Area is specifically limited to those living within the Synod of South Atlantic (Florida, Georgia, and South Carolina). Please direct PIF, résumé, and questions to: cfptranpresbyter@oviedopres.org

I. POSITION TITLE: Transitional Presbyter

II. ACCOUNTABILITY:

The Transitional Presbyter shall be accountable to Central Florida Presbytery for implementing its decisions, and such accountability shall be maintained through the Presbytery Council and the Personnel Committee.

III. GENERAL DESCRIPTION:

- A. The position of Transitional Presbyter is a full-time position for a period of up to three years with an annual review of performance and compensation. The Transitional Presbyter will serve as Head of Staff for the Presbytery office and have primary responsibility for administration of the mission of Central Florida Presbytery. The Transitional Presbyter shall serve as the Stated Clerk for the Presbytery. The man or woman who serves as Transitional Presbyter will be eligible for a successor position.
- B. Central Florida Presbytery approved the language of “Transitional” Presbyter – rather than the institutionally-freighted term of “Interim” Presbyter – since it believes the next Head of Staff/Stated Clerk must navigate the Presbytery through a period of unprecedented change in the life of the Presbytery, our denomination, and the world around us – not just a change of personnel. The Presbytery believes creating a fresh title to correspond to this season will provide a lexical cue for new thinking and may help the Presbytery innovate apart from potentially outdated formulas.

The Transitional Presbyter will support the Presbytery’s mission in innovative ways in order that the Presbytery, its churches, and ministries may be effective and fruitful in the midst of this rapid change.

IV. QUALIFICATIONS:

- A. The Transitional Presbyter shall be a Teaching Elder or Ruling Elder in the Presbyterian Church (U.S.A.), who has demonstrated successful experience as a:

1. **Committed Christ-follower:** Maintain a vital Christian faith and an enthusiastic commitment to Jesus Christ as Lord through the work of the Presbytery and the Presbyterian Church (USA).
 2. **Strategist with a Record of Innovative Leadership:** Lead and resource organizations to function in creative new ways to accomplish their mission in a changing environment.
 3. **Communicator:** Provide above-average communication (written and oral), conflict resolution, and relational skills, including the gift of humor and a unifying, non-anxious presence. Likewise, help the Presbytery articulate the strengths and gifts of the Presbyterian Church (USA) to its churches and members, as well as to those outside the Church.
 4. **Resource:** Provide pastors, church leaders, and congregations with resources for developing a plan for increasing the involvement of racial/ethnic persons, multicultural groups, and young adults in their faith communities.
 5. **Visionary:** Provide consultative services in creating, improving, and evaluating programs to better accomplish the mission of the Presbyterian Church (USA) within a congregation's geographical area. Be involved in the national Church's continued visioning process for our denomination.
 6. **Creative Executive:** Identify new areas and new means where the Presbytery and its churches have greater opportunities to fulfill the mission of the Church.
 7. **Constitutional Officer:** As the official interpreter and chief spokesperson for the Presbytery, possess a thorough knowledge of the latest versions of the *Book of Confessions*, *Book of Order*, and *Robert's Rules of Order (Newly Revised)*. As the Stated Clerk, serve as the Secretary of the Presbytery Council (an ex-officio member of Council with voice but no vote). As an officer of the Presbytery, serve on its Board of Directors.
 8. **Advisor:** Provide advisory services within the Presbytery and for assigned committees/commissions (e.g., Administration, Personnel, Committee on Ministry, New Church Development, Permanent Judicial Commission, Bills Overtures Minutes Committee, Sexual Misconduct Response Committee, Gracious Dismissal Resolution Team, etc.).
 9. **Pastor:** Support the network of Regional Pastors and demonstrate Presbytery's care for its churches and ministers by cultivating a healthy respect for discretion/boundaries and avoiding favoritism/cliques.
 10. **Ecumenist:** Represent the Presbytery in its relationships with higher governing councils, other denominations, ecumenical/interfaith groups, and community agencies.
 11. **Supervisor:** Encourage and guide the Presbytery staff as the Head of Staff in consultation with the Personnel Committee.
- B. The Transitional Presbyter will submit to a Criminal/Credit Background Check and References Check to verify that there are no records of any criminal, financial, or sexual misconduct.

V. EXPECTATIONS:

A. General Responsibilities as Executive Presbyter:

1. **Transition:** Collaborate with Presbytery leadership and committees to:
 - a. Facilitate an ongoing process of assessing the Presbytery's ministry direction, context, organizational structures, and staffing needs in the light of changing ministry and financial needs and resources.
 - b. Propose and implement changes to respond to these new realities.
 - c. Oversee the relocation of Presbytery staff and resources, if the current office building is sold.
2. **Leadership:** Exercise initiative and support the Presbytery leadership to develop missional leadership skills and practices to equip others for effective ministry in the midst of change.

3. **Vows:** Strive to fulfill the nine ordination vows, including to “further the peace, unity, and purity of the Church.”
4. **Pastoral Care:** Resource pastoral care and support to Presbytery (primarily via the network of Regional Pastors), as well as to Presbytery staff and elected leaders of the Presbytery, including (when necessary) on-site visits with Presbytery program staff and personal communication with Teaching Elders, Ruling Elders, Certified Christian Educators, Commissioned Ruling Elders, and church leadership in each congregation.
5. **Program:** Provide support, resources, coordination, and advocacy for the Presbytery’s ministries.
6. **Ecumenical Relations:** Serve as the primary ecumenical officer for the Presbytery in matters of concern with other denominations, communions, and agencies.
7. **Full Participation:** Be pastorally sensitive to the needs of all people in the Presbytery and provide spiritual leadership in assuring the full participation and inclusiveness of both clergy and laity in the work of the Presbytery as described in the *Book of Order*.
8. **Communication & Relationships with Church Councils:** Facilitate effective and regular communication with Sessions, other Presbyteries, Synod, and General Assembly.
9. **Financial Management:** Work with the Office and Finance Manager to provide oversight of the financial management of the Presbytery.
10. **Administration:** Provide administrative supervision of the work of Presbytery staff, including such matters as:
 - a. Regular staff meetings.
 - b. Annual evaluation of employee performance, adequacy of job description, and review of compensation.
 - c. Opportunities for staff growth and development.
 - d. Staff services to committees designated by the Presbytery Council.

B. Specifics Duties as Stated Clerk:

1. **Polity:** Be well-versed in the life, structure, and ethos of the Presbyterian Church (USA).
2. **Meetings:** Record the business of the Presbytery at all of its meetings. Assure that attendance is recorded at these meetings.
3. **Rolls:** Responsible for the maintenance of the rolls of committees, minister members, churches, session clerks, active elders, candidates for ministry, Certified Christian Educators, Commissioned Ruling Elders, Commissioners to General Assembly and Synod, and the churches from which elder commissioners are elected.
4. **Records:** Preserve the records of the Presbytery and furnish extracts from them when required by another governing council of the Church.
5. **Reporting:** Report to the Presbytery all actions of the General Assembly and Synod that require Presbytery action.
6. **Statistical Reports:** Assure that all required statistical reports are compiled and transmitted to the Synod and the General Assembly.
7. **Notifications:** Notify all persons of their election or appointment to specific duties.
8. **Correspondence & Overtures:** Receive and record papers, materials, and overtures addressed to the Presbytery and transmit same to the proper councils, commissioners, committees, or persons.
9. **Commissions:** Be a non-partisan advisor to and receive in writing the actions of Administrative Commissions and the Permanent Judicial Commission and report them at the next meeting of the Presbytery.
10. **Committees:** Staff the Bills Overtures Minutes Committee and the Sexual Misconduct Response Committee, plus other assigned committees.
11. **Transfer of Ministers:** Oversee the transfer of Teaching Elders into and out of the Presbytery.
12. **Interpretation:** Interpret the Constitution of the Presbyterian Church (USA) to the Presbytery and its Sessions.

13. **Supervision:** Supervise the work of the Administrative Assistant to the Stated Clerk and the other staff members.
14. **Training:** Provide training and/or orientation for Clerks of Session and Commissioners to Synod and General Assembly.
15. **Other Duties:** Perform other duties as assigned by the Presbytery or the Presbytery Council.

VI. MISSION & VISION STATEMENTS:

A. Mission Statement of Central Florida Presbytery:

To equip, strengthen, and support congregations in their ministries in service to Jesus Christ (Ephesians 4:1-16) and

To unite congregations in discipleship, mission, and fellowship (Matthew 28:19-20; 25:31-40; Hebrews 10:24-25) in order to work together to accomplish the tasks that no one congregation can accomplish alone.

B. Vision Statement of Central Florida Presbytery:

Central Florida Presbytery shall be a Presbytery:

- *in which God is glorified by enthusiastically founding new churches; diligently nurturing people of diverse ages and ethnic backgrounds for spiritual leadership; courageously working for justice, peace, and reconciliation; creatively participating within the Reformed heritage and its connectional nature; intentionally being accountable and responsible for one another; and seriously listening and responding to one another with love, trust, respect, and integrity;*
- *in which Presbytery staff are present in local congregations to help equip and to provide them with pastoral care to support them;*
- *in which the Presbytery leaders provide seminars conducted by local and national experts in response to the needs identified by congregations;*
- *in which the mission projects of Presbytery are known and supported by congregations; and*
- *in which the Presbytery budget, committees, and staff are allocated to equip, strengthen, support, and unite congregations in ministry, discipleship, mission, and fellowship.*