

GRACE PRESBYTERY GENERAL PRESBYTER POSITION DESCRIPTION

- Purpose:** The role of the General Presbyter is to provide spiritual and administrative leadership for Grace Presbytery's mission and vision, to manage the Presbytery Staff, and to be an ambassador for the Presbytery and its witness to Jesus Christ.
- Accountability:** The General Presbyter will be accountable to the Presbytery through the Personnel Committee.
- Responsibilities:** Build, motivate, equip, and empower the presbytery staff for the work of their ministry.
- Provide visionary leadership to implement the strategic plan and execute the Presbytery's mission.
- Build relationships with and among pastors and congregations, supporting their ministries, and sharing in their mutual encouragement and accountability.
- Foster effective communications among congregations, ministers, presbytery staff, and presbytery's committees and commissions.
- Promote respect for and reconciliation of the racial, social and theological diversity within the Presbytery.
- Serve as an ex-officio member of and staff to the Presbytery Council, Committee on Ministry, and other appropriate committees or commissions as assigned by the Presbytery Council.
- Design and implement a plan for staff development and annual performance reviews.
- Provide general oversight for the Presbytery's finances authentically responding to the blessings and challenges of a resource presbytery.
- Prepare, with the Budget and Finance Committee, the annual budget based on the Presbytery's goals for approval by the Presbytery Council and Presbytery.
- Represent Grace Presbytery to other Councils of the Presbyterian Church (USA) and represent the Presbytery in ecumenical, interfaith, civic, institutional, and media relations.
- Perform such other duties as may be required by Presbytery Council or Presbytery.
- Terms:** The General Presbyter is a full time exempt position serving an indefinite period of time subject to an annual review and a comprehensive review at least every five years. Compensation is negotiable and commensurate with experience, qualifications, and performance.
- Qualifications:** Demonstrates a deep faith as a disciple of Jesus Christ with proven ability to be a pastoral presence with clergy, elders, and congregations, and presbytery staff.

Minister of the Word and Sacrament or Ruling Elder in the PC (U.S.A.) who is knowledgeable of the PC (U.S.A.) and its theology, organization and governance.

Minimum of 5-7 years of experience in administrative leadership.

Demonstrates strong team building skills, discernment, delegation, visionary thinking, and proficiency in modern communication.

Trained and experienced in conflict management and conflict resolution.

Approved by the Personnel Committee: January 9, 2020