

# Mission Presbytery General Presbyter

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**Purpose:** To demonstrate deep faith as a disciple of Jesus Christ, love for the Gospel and the Church and to communicate the purpose of Mission Presbytery. The General Presbyter provides leadership and encouragement to the Presbytery, fostering trust, building relationships and joining with the Presbytery in the creative and new work of the Spirit. The General Presbyter supports and advances the Purpose Statement of Mission Presbytery.

**We are Mission Presbytery, serving Christ in the world, in the Reformed Tradition, together we:**

- **Establish and equip congregations and sessions to carry out their missions;**
- **Recruit, receive, ordain, develop, and care for those called to service in the church;**
- **Enable mission and witness to the Gospel that congregations cannot accomplish alone;**
- **Steward our resources faithfully and generously.**

**We are better together.**

**Status:** This position is an exempt, full-time, salaried position assigned to salary grade 7 with an annual salary range of \$64,841 to \$129,681 and is eligible for all BOP benefits. The position is elected for a period of five years by Mission Presbytery and is eligible for re-election for an indefinite number of terms and reports to the General Council and Human Resource Team.

## **Essential Functions and Responsibilities:**

### **1. Presbytery and General Council**

- a. Leadership** – Provides vision and leadership for the Presbytery, attending to its life and spiritual health. Collaborates with the General Council to support and encourage healthy functioning of Presbytery Committees. Represents Mission Presbytery to the Synod, General Assembly and ecumenical gatherings. Leads the Presbytery toward financial health through the development of new sources of funding.
- b. Communications** – Practices and encourages transparent communication throughout the Presbytery. Advocates, supports, and interprets the work of Mission Presbytery and the PC(USA) through personal engagement with congregations and leaders throughout the Presbytery. Develops and nurtures collegial and collaborative relationships with the Stated Clerk, the Moderator, Committee Chairs and other Presbytery leaders. In coordination with Stewardship and Fiscal Oversight encourages congregational giving to the Mission Presbytery.

### **2. Committee on Ministry (COM); Committee on Preparation for Ministry (CPM); Pastoral Care Committee (PCC); Education and Congregational Nurture (ECN) –**

- a. Recruitment** – Coordinates with the Stated Clerk, other Presbyteries, COM, CPM and PCC to determine fitness of candidates to fill pastoral openings within Presbytery. Works closely with COM and PCC in responding to leaders' and congregations' needs. Works closely with CPM to identify, coach and nurture healthy candidates for ministry.
- b. Relationships** – Provides and/or facilitates pastoral care to all called to service in the church by initiating relationships and by embodying an approachable, genuine and trustworthy presence.

### **3. Church Development and Evangelism –**

- a. Leadership** – Leads the Presbytery's ongoing transitional work. Develops and implements strategic and creative plans throughout the Presbytery for church redevelopment and new church development including transitions in structure, programming and/or staffing. Works to Connect congregations so they may share support, encouragement and ideas.
- b. Conflict Management** – Addresses challenges and conflicts deliberately and respectfully, maintaining a non-anxious presence. Maintains open dialogue, preserves unity, builds consensus and nurtures trust. Encourages and equips congregations to respond to the gifts and challenges of ministry in a multicultural setting.
- c. Outreach** – Works closely with the Mission, Outreach and Justice Committee (MOJC) to coordinate mission activities in the presbytery.

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## 4. MP Office Management and Personnel Committee –

- a. **Staffing** - Is the Presbytery Head of Staff, responsible for the completion of staff annual reviews, training and support. Collaborates with the Personnel Committee; directs the management of the MP Office and staff ensuring all practices are in accordance with the Manual of Operations and Book of Order. Ensures continuous improvement of processes and procedures to support the needs of the Presbytery as it continually changes to meet the challenges of our changing culture.
- b. **Budget Management** – Directs the use of budgeted funds ensuring fiduciary responsibilities are recognized and followed. Works closely with Stewardship and Fiscal Oversight, Trustees, and H.M. King Trustees to manage well the budget and resources of the Presbytery.

**Preferred Qualifications and Characteristics:** To perform this job successfully, an individual must be able to perform each essential function. The requirements listed below are representative of the type of knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires a servant attitude for the cause of Christ; desire to work for the advancement of the shelter, nurture, spiritual fellowship, study and worship of the covenant community of the disciples of Christ.
- Requires ordination as a Ruling or Teaching Elder and five to ten years related experience and/or training or an equivalent combination of education and experience.
- Demonstrates knowledge of PC(USA) constitution, theology, history and polity.
- Demonstrates knowledge of parliamentary procedure, particularly Robert's Rules of Order.
- Demonstrates ability to lead and encourage; to work collegially and pastorally with Teaching Elders, Christian Educators, Ruling Elders, Commissioned Ruling Elders and members of congregations.
- Demonstrates ability to communicate in a gracious manner, protecting confidentialities and building relationships.
- Demonstrates ability to work with a computer using software such as Microsoft Office, Google products and Access.
- Demonstrates ability to manage multiple projects, completing on time and within budget.
- Demonstrates ability to travel overnight on a more than occasional basis.
- Demonstrates ability to pass all Presbytery background screening requirements, to maintain a Texas Driver's license and required insurance.

### Physical Demands and Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individual with disability to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is regularly required to walk and reach with hands and arms; occasionally required to stand, climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision ability required by this job includes close vision, distance vision and color vision.

While performing the duties of this job the employee is occasionally exposed to fumes or airborne particles. Additionally, there is an occasional travel requirement that may require overnight stays. The noise level in the work environment is usually moderate, as in a typical office environment.