

Presbytery of Carlisle Position Descriptions

Title: **Executive Presbyter**

(full time, exempt)

Purpose: The executive presbyter shall facilitate, challenge and encourage ministry, mission and people. The executive presbyter shall be the administrator of the presbytery and fulfill the responsibilities outlined in the *Book of Order* G-9.0701.

Accountability: The executive presbyter shall be accountable to the presbytery through the Administration Committee.

Responsibilities:

1. To be chief administrator of the presbytery, responsible, through the Coordinating Council, for the implementation of the goals and mission initiatives of the presbytery and to make an annual report on the office annually to the presbytery.
2. To be head of staff; to develop, supervise, motivate and coordinate the ministry of the staff team to the congregations and members of the presbytery.
3. To develop and maintain working and supportive relationships with the sessions and pastors in order to nurture and strengthen all the churches of the presbytery, regardless of church size. This includes providing an orientation event for ministers and educators entering the presbytery.
4. To serve as moderator of the Coordinating Council.
5. To serve as the primary presbytery staff resource person to the Committee on Ministry, the Administration Committee and the Mission Advocacy Committee as an ex-officio member with voice but without vote.
6. To serve as the vice-president of the corporation formed by the presbytery.
7. To serve as the presbytery staff contact person for the Committee on Representation, the Nominating Committee, the Camp Krislund Committee, and other action teams created by the presbytery, to serve as an ex-officio member of these and other presbytery committees with voice but without vote, attending meetings as needed.
8. To serve as “parish consultant” for session/congregational planning, conflict management, mission interpretation and other programmatic needs, as time permits.
9. To interpret the needs and vision of the presbytery to other governing bodies in the Presbyterian Church (U.S.A.), including sessions, and to interpret their needs and vision to the presbytery.
10. To participate in the life and/or worship of congregations throughout the presbytery on a regular basis. (A suggested goal is no more than 30 and no fewer than 25 visits per year.)
11. To participate actively in the connectional life of the PC (USA) as a corresponding member of the synod, and through appropriate relationships with the General Assembly, its divisions and entities.
12. To help the several parts of the presbytery to relate, to listen to and understand each other, and to help implement the Church’s commitment to inclusiveness and diversity.

13. To coordinate the efforts of synod and General Assembly staff who may be working in the presbytery in accordance with arrangements and policies established by the presbytery, the synod and the General Assembly.
14. To communicate to pastors, sessions, elected leadership and staff the validity and value of their ministry, and to express the caring of the presbytery for its servants.
15. To perform such other duties as the presbytery or Administration Committee may assign, e.g. ecumenical relations.

Adopted 6/25/2002

Title: **Stated Clerk**

(part time, exempt)

Purpose: The stated clerk shall serve as an officer of the presbytery, fulfilling responsibilities as described below and outlined in the *Book of Order* G-9.0203.

Accountability: The stated clerk shall work closely with the executive presbyter who is head of staff and shall be accountable to the presbytery through the Administration Committee.

Responsibilities:

Presbytery Meetings:

1. To provide a schedule of places for meetings of the presbytery for approval at the November meeting of the Coordinating Council and stated meeting of the presbytery.
2. To give notice of all stated and special meetings of the presbytery, listing the purpose for which special meetings have been called.
3. To provide to the pastor of the church hosting the presbytery, two months prior to the meeting of the presbytery, a sheet of information describing the particular church's responsibilities for that day, and offering assistance.
4. To receive all overtures, memorials and miscellaneous papers addressed to the presbytery and transmit to the appropriate committees all documents which require their attention and to the Coordinating Council all other papers and communications not otherwise assigned; to make a record of the papers received and their disposition.
5. To prepare a tentative docket for each stated meeting of the presbytery for presentation to the Coordinating Council, and following the approval of the council, to have it distributed in advance of the meeting in accordance with the bylaws.
6. To receive from the churches a list of the elders deceased during each calendar year and to prepare the Necrology Report for the January stated meeting of the presbytery.
7. To form the roll of each meeting of the presbytery and keep an attendance record of the clergy and the number of elder commissioners attending from each particular church.
8. To notify all newly elected members to presbytery committees of their election.
9. To provide necessary information by October 1 each year to the bookkeeping staff for per capita statements to be prepared and mailed to the clerks of sessions of the particular churches.
10. To provide for a parliamentarian by nominating self or another qualified person in November of each year for election by the presbytery for a term of one year.
11. To nominate a permanent clerk in November of each year for election by the presbytery for a term of one year.
12. To finalize the minutes of each stated meeting of the presbytery, transmit the minutes to the two-person committee authorized by the presbytery to review the minutes of that meeting, and transmit the committee's report to the next stated meeting of the presbytery.

13. To provide for the minutes of each special meeting of the presbytery to be approved at the close of the special meeting.
14. To prepare the official minute book of the presbytery for submission to the Synod Committee on Presbytery Records. To serve as a member of the Synod Committee on Presbytery Records.
15. To send a complete set of the minutes of the presbytery for each calendar year to the Department of History in Philadelphia.
16. To provide a form to be used by a commission to install or ordain clergy, to be signed by the participants and reported to the presbytery.
17. To provide copies of amendments to the *Constitution of the Presbyterian Church (U.S.A.)* which require action by the presbytery and report the votes to the Office of the General Assembly.

Coordinating Council:

18. To serve as secretary of the Coordinating Council and facilitate ecclesiastical functions.

Synod and General Assembly:

19. To notify all commissioners to the synod and the General Assembly of their election by the presbytery and to send all information requested by the synod and the General Assembly that is to be transmitted through the presbytery office.
20. To plan with the executive presbyter for an orientation of commissioners to synod and General Assembly.

Reports:

21. To distribute the annual statistical report forms to the particular churches in November and, when returned in January, to compile the report from the presbytery to the Office of the General Assembly. To follow-up with churches to assure timely submission.
22. To complete report forms required by the synod and the General Assembly, including the annual report as well as the forms on which to report reception and dismissal of clergy, changes in status, retirements, deaths, etc.

Committee Responsibilities:

23. To serve as the primary presbytery staff resource person to the Committee on Preparation for Ministry as an ex-officio member with voice but without vote.
24. To serve as secretary and an ex-officio member of the Committee on Ministry with voice, but without vote. (10/1/07)

Rules of Discipline:

25. To be familiar with and prepared to exercise the responsibilities of the stated clerk as defined in the *Book of Order*, Rules of Discipline, and the Leadership Handbook of the presbytery.

26. To maintain a list of resource persons comprised of Presbyterian Church (U.S.A.) attorneys and other knowledgeable persons who would be willing to advise the parties in judicial process.
27. To provide staff assistance to the Permanent Judicial Commission.
28. To annually review the Rules of Discipline and be responsible for briefing and training members of an investigating committee, a committee of counsel and/or the Committee on Ministry on an as-needed-basis.

General Administration:

29. To send all records of churches that have been closed or merged to the Department of History in Philadelphia.
30. To keep the Leadership Handbook of the presbytery and the Manual for Clerks of Sessions up-to-date in consultation with the Coordinating Council and the with the Associate for Communication and Office Management. (10/1/07)
31. To send the required forms to the stated clerks of presbyteries when persons are received or dismissed.
32. To provide ordination, honorable retirement and other certificates as needed.
33. To send General Assembly referral cards, received from the Office of the General Assembly for persons who have moved into the bounds of the presbytery, to a church in the area for visitation.
34. To provide training for the clerks of sessions of the particular churches when requested by the presbytery (i.e. church officer training, etc.).
35. Through the Coordinating Council, to form and resource an action team to review session records.

Other:

36. To serve as the secretary of the corporation formed by the presbytery.
37. To perform such duties as the presbytery, the synod and the General Assembly require for stated clerks and such other duties as the presbytery or Administration Committee shall from time to time direct.
38. To serve as a colleague with the executive presbyter, the other members of the presbytery staff, and other officers of the presbytery.
39. To maintain the office of the stated clerk, to be located in the presbytery office. All correspondence and papers shall be addressed to and processed at this office.

Adopted 6/25/2002
Amended 10/7/2007

Title: **Associate Executive Presbyter** (full time, exempt)

Purpose: The Executive Presbyter shall provide programmatic support to sessions and congregations of the presbytery in cooperation with the Coordinating Council, assigned committees and staff colleagues.

Accountability: The Associate Executive Presbyter shall be accountable to the executive presbyter as head of staff and to the presbytery through the Administration Committee.

Responsibilities:

The primary responsibilities of the associate executive presbyter shall be:

1) To lead the Missional Church Initiative in the presbytery:

Seek to be significantly engaged in the work of the missional theology in the church today. Serve as resource person and resident theologian for missional theology in our presbytery, including coordinating resources in missional theology with the Resource Center Director. The Associate's continuing education may be focused on the study of the missional church theology in order to acquire academic competence in this area.

- ◆ Support and equip the Missional Church study group and seek to create new study groups of pastors and church leaders.
- ◆ Gather, support and equip clusters of churches, who have committed together to a strategy of missional transformation and education.
- ◆ Provide leadership and resources to support congregations through their sessions to engage in missional theology and consider strategies for missional transformation.
- ◆ Lead the presbytery's professional relationship with the Center for Parish Development and provide the Center's resources to our churches and church leaders.

2) To lead, provide resourcing and equip leadership with the Committee on Ministry and the Strengthening Our Congregations Committee in intentionally connecting with our congregations, and to be the primary presbytery staff resource person to the Strengthening our Congregations Committee, the Education Committee and to presbytery-wide ministry initiative teams established by the Coordinating Council as an ex-officio member with voice, but without vote.

- ◆ Lead, recruit, and equip teams for listening visits to our sessions (in fulfillment of the 2007/09 Book of Order G-11.0502c)
- ◆ Provide guidance for the purpose and agenda for our listening visits including the intent to communicate our missional theology initiative and connect our congregations with the ministry and mission of other congregations, the presbytery and the General Assembly.
- ◆ Serve as the primary communication link between the session listening visits and the Committee on Ministry, Strengthening Our Congregations Committee and the Coordinating Council.
- ◆ Work closely with the listening visit teams to discern any areas of ministry or concerns to which the Coordinating Council should respond.

3) With the Executive Presbyter, to work with and resource to the Committee on Ministry, specifically to serve as the resource person for the Churches Seeking Pastors Vision Day curriculum.

- ◆ Organize and coordinate resources for churches in transition.
- ◆ Recruit, equip and support Committee on Ministry liaisons to churches in transition.
- ◆ Prepare, implement and equip leadership for the Churches Seeking Pastors Vision Day curriculum.

4) To serve as a one-on-one resource provider, utilizing outside consultants and available technologies

where appropriate, with sessions/congregations, who request assistance in areas of ministry such as: evangelism, church growth/revitalization, stewardship, leadership/officer development, Christian education, and other areas of concern. Specifically, working with the appropriate presbytery committees, recruit leadership and equip teams for creating a “toolbox” of resources for congregations. Work to maintain the toolbox and make it readily available to our congregations. The toolbox of congregations resources may include:

- ◆ Guidance for session personnel committees concerning personnel policies, job descriptions and professional evaluations.
 - ◆ Guidance for understanding church insurance and maintaining critical insurance coverage.
 - ◆ Guidance for financial management and annual financial reviews.
 - ◆ Guidance and training for church treasurers.
 - ◆ Resources for the organization and planning of mission trips.
 - ◆ Resources for capital campaigns.
 - ◆ Guidance and training for session clerks in cooperation with the presbytery’s stated clerk.
 - ◆ Resources for session committee organization and responsibilities.
 - ◆ Resources for understanding and using parliamentary procedure.
 - ◆ Resources for Elder and Deacon equipping and training.
 - ◆ Guidance for understanding General Assembly mission work and participating in it.
- 5) To serve as a member of the Coordinating Council, communicating current session/congregational needs and assisting with the implementation of presbytery-wide ministry initiatives.
- 6) With the Executive Presbyter to work with and resource the New Church Development Committee in order to promote and create new ministry in the presbytery.
- ◆ Recruit and support congregations to create new ministry.
 - ◆ Organize and coordinate the work of new ministry teams in cooperation with sponsoring churches.
 - ◆ Serve as the primary resource and support person for evangelists called by any new ministry teams to work in the presbytery.
- 7) As opportunity allows, other duties of the Associate Executive Presbyter shall be:
- ◆ To assist in the creation of people networks that will help presbytery utilize human resources effectively and respond appropriately to needs identified by sessions and pastors.
 - ◆ To develop supportive relationships with session and pastors in order to nurture and strengthen all the churches of the presbytery, regardless of church size.
 - ◆ To participate in the life and worship of congregations on a periodic basis. (A suggested goal is not less than 12 and not more than 20 visits per year.)
 - ◆ To make an annual report to the presbytery on her/his work.
 - ◆ To perform such other duties as the Executive Presbyter, the presbytery or the Administration Committee may assign.

01/27/09

Title: New Church Development Director
(No incumbent) 9/1/05

(full time, exempt)

Purpose: The new church development director shall explore new church development potential in targeted locations, determine the potential of other new church development possibilities, involve presbytery in the Biblical mandate to plant new congregations, and help presbytery understand the current dynamics and models of new church development.

Accountability: The new church development director shall be accountable to the executive presbyter as head of staff and to the presbytery through the Administration Committee.

Responsibilities:

1. Involve the presbytery in general and individual churches in particular in understanding the need for congregational partnership and cooperation in new church development.
2. Continue demographic interpretation of the areas targeted for new church development. Help the New Church Development Committee determine what models of new church development will work best for a particular location.
3. Participate in conferences and educational events that will enhance the director's knowledge in the area of new church development; i.e., new church development and stewardship conferences.
4. Recruit people for each target area to participate in focus groups, which will help clarify the unique characteristics and needs of the population in the area.
5. Bring together several small groups of people around a common need or interest (Bible study, prayer, fellowship, mission endeavors) that may help develop a nucleus for a new church development.
6. Coordinate with existing local congregations and encourage congregational sponsorship of a particular new church development.
7. When appropriate, recruit and train a leadership team to serve on a steering committee for each new church development.
8. Serve as the primary presbytery staff resource person to the New Church Development Committee as an ex-officio member with voice but without vote.
9. Develop a presbytery wide presence through interaction with local congregations and participate in Sunday worship at direction of executive presbyter and New Church Development Committee.
10. Provide a written report on a monthly basis to the New Church Development Committee as well as provide an annual report to the presbytery.

Adopted 6/25/2002

TITLE: Associate for Office Management and Communications

(full time, non-exempt)

Purpose: The associate for office management and communications shall support the ministry of the Presbytery by managing all aspects of the Presbytery office and work to support and enhance communication within the Presbytery.

Accountability: The Associate shall be accountable to the executive presbyter as head of staff and to the Administration Committee.

Responsibilities:

Office Management:

Review and create the annual budget for Office Operations for recommendation to the Administration Committee. Administer office budget adhering to annual budget constraints.

Oversee the Presbytery's use of technology including support and maintenance of office computers, software support and internet security. Manage the purchase and maintenance of all hardware and software within the constraints of the Presbytery budget.

Prepare directories, manuals and other publications, utilizing computerized data, in-house preparation (copying/collation/assembly) and, when necessary, out-of-house vendors for printing.

Develop an office-wide plan, at least three years into the future, for the upgrade of hardware and software.

Track the presbytery's income at least twice a month, as outlined in the Policies and Procedures for Financial Management and Accounting, preparing a log sheet for the executive presbyter and providing a copy and supporting documentation for the bookkeeper.

Operate, support and maintain all office equipment. Manage all lease and maintenance agreements.

Assist in the scheduling of meetings, including maintaining the presbytery calendar, locating meeting rooms, and etc.

Communications:

Participate in and contribute to the implementation of a comprehensive communication plan for the Presbytery.

Manage, edit and arrange for timely distribution of the presbytery's newsletter. Explore and enhance opportunities for electronic newsletters and announcements.

Manage and maintain a comprehensive email database, that includes contact persons to be identified in each congregation with the responsibility to check e-mail weekly and distribute messages within their congregation.

Work to establish and maintain communication networks between churches, church professionals, Presbytery staff and committees.

Continually evaluate and enhance both traditional and electronic communication within the Presbytery.

Manage, maintain and enhance the presbytery's web site.

Use available continuing education time for skills development pertinent to the position with approval of the Executive Presbyter.

General

Provide administrative and secretarial support for the Presbytery staff and committees.

Order and maintain adequate office supplies.

Provide, at the direction of the Executive Presbyter, support for and management of the other Presbytery staff positions.

Serve as receptionist via telephone and in person, taking messages and welcoming guests. Create a spirit of hospitality for everyone making contact with the Presbytery office.

Perform such other duties as the Executive Presbyter, the Administration Committee or the Coordinating Council may assign.

(Adopted Administration Committee August 30, 2006)
(Approved by presbytery 9/26/2006)

Title: **Resource Center Director**

(part time, non-exempt)

Purpose: The Resource Center director shall organize, maintain and promote the use of the presbytery's Resource Center.

Accountability: The Resource Center director shall be accountable to the executive presbyter as head of staff and to the Administration Committee.

Responsibilities:

1. To select, order and catalogue new materials and resources.
2. To make reservations for resources and mail them to churches, committees, etc.
3. To answer questions about resources in person, by telephone or e-mail, and to serve as a back-up receptionist.
4. To prepare resource displays for presbytery meetings and events.
5. To prepare a page about available resources for presbytery packets.
6. To provide information about available resources for the presbytery newsletter, web page and other communications to congregations.
7. To update the computerized Resource Center Catalogue information. (Done once every four years in paper format until available on the web page.)
8. To maintain a working relationship with the Education Committee for the purpose of providing guidance concerning the Resource Center.
9. To be aware of resources available in other centers in the presbytery area and in the presbyteries of the synod.
10. To advise staff, presbytery committees, presbytery-wide ministry initiative teams and action teams of resources that may assist in congregational program development.
11. To perform such other duties as the Administration Committee or the executive presbyter may assign.

Adopted 6/25/2002

Title: **Bookkeeper**

(part time, non-exempt)

Purpose: The bookkeeper shall maintain financial records, prepare financial reports of transactions involving accounts receivable, accounts payable, payroll, per capita billings and mission receipts.

Accountability: The bookkeeper shall be accountable to the executive presbyter as head of staff and to the Administration Committee. The bookkeeper shall perform duties during presbytery work hours under a schedule agreed upon between the bookkeeper and Executive Presbyter.

Responsibilities:

1. Prepare bank deposits.
2. Record receipts and disbursements.
3. Review disbursement vouchers for support, signatures and coding.
4. Prepare checks for disbursements.
5. Assure that computer program is automatically providing proper journal and ledger entries
6. Control invoices and schedule payments.
7. Prepare payrolls.
8. Maintain payroll records.
9. Prepare payroll tax reports.
10. File paid invoices.
11. Reconcile bank statements monthly.
12. Prepare and send annual billing of per capita assessments to churches and maintain records of receipts.
13. Send mission pledge forms to churches and record amounts pledged. Provide these churches with correct mission remittance forms.
14. Maintain records of mission pledges and receipts and send statements of status to churches.
15. Make disbursements of mission receipts to proper recipients.
16. Prepare detailed statements of expenses for individual committees as requested.
17. Prepare financial statements, including a detailed year end statement of each account.
18. Prepare data for budget projections.
19. Respond to audit verification requests from higher governing bodies.
20. Maintain permanent files including back-up disks of computerized records.

21. Attend presbytery or other meetings as requested.
22. Help handle phone calls when in office as needed.
23. Coordinate external audit annually.
24. Prepare mission and per capita pay-up reports for distribution at presbytery meetings.

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Adopted 6/1/2005