

Presbytery of San Diego

Position Description Interim Executive Presbyter

Job Title: Interim Executive Presbyter

Reports to: Presbytery of San Diego through the Human Resources Committee

FLSA Classification: Part Time, Exempt

SUMMARY OF POSITION

The Interim Executive Presbyter will demonstrate a consistent and enthusiastic commitment to Jesus Christ and support the mission of the Presbytery San Diego. The Interim Executive Presbyter bears primary responsibility for encouraging leadership for the Presbytery to fulfill its stated purpose. This ministry is focused on the spiritual, business, and organizational leadership of the Presbytery. The Interim Executive Presbyter works in cooperation with Stated Clerk, Clergy, Ruling Elders, Director New Day, Director of Cyclical Network, South Sudanese American Presbyterian Fellowship and Presbytery staff members.

ESSENTIAL RESPONSIBILITIES

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties of the Interim Executive Presbyter are those specified in the Presbytery Manual of Administrative Operations. Recognizing that the Interim Executive Presbyter is a part-time position, the priorities of the role of the Interim Executive Presbyter are:

- Implements strategic partnerships among pastors, ruling elders, and congregations within the Body of Christ in the local community and throughout the world, in order to fulfill the Great Ends of the Church.
- Coordinates the implementation of the Presbytery mission and decisions, including the planting and vitalization of churches.
- Leads Presbytery personnel as head of staff for administrative and programmatic staff members, including conducting annual reviews for all staff personnel.
- Works collaboratively with Stated Clerk to ensure a continuation of the Presbytery organizational functions.
- Serves as the spiritual, business, and organizational leader of the Presbytery.
- Serves as liaison to Synod and General Assembly.
- Serves as the official spokesperson for the Presbytery.
- Serves ex-officio without vote and supports the standing committees and steering committees of the Presbytery as identified by the Presbytery's Manual of Operations in maintaining accountability and integrity in their work. The Interim Executive Presbyter should attend the Presbytery Executive Committee Meetings. However, due to the part-time status, attendance at other committee meetings is encouraged, but not required, unless specifically requested by the committee chair.

As time permits, the Interim Executive Presbyter may also be asked to do the following:

- Work collaboratively with congregations and transitioning personnel to support the transition of pastors and commissioned ruling elders (CREs).
- Provide personal nurture and support to the individual members of the Presbytery.

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- Perform any other responsibilities assigned by the Presbytery, Presbytery Executive Committee, or the Presbytery's Manual of Operations.

The Interim Executive Presbyter should demonstrate a personal commitment to and a deep and abiding faith in Jesus Christ by living in accordance with His teachings and a passion for bringing others into fellowship with Him.

- Effectively promote and maintain the mission of Presbytery of San Diego in a gracious and cordial manner when interacting with those within and without the Presbytery.
- Communicate effectively, both orally and in writing, in the English language in order to communicate with Clergy, Ruling Elders, Presbytery staff, and visitors.
- Must possess strong oral and presentation skills for individual, small and large group communications.
- Dependable, organized and self-starting; able to successfully work independently.
- Demonstrate ethical conduct and ability to maintain confidentiality at all times in accordance with the Employee Handbook; able to handle difficult situations with a high level of tact and diplomacy.
- Team oriented; able to work collaboratively with a wide variety of people, Clergy, Ruling Elders, Presbytery staff, and guests.
- Capable of balancing and prioritizing workload to successfully execute goals in a timely manner.
- Demonstrate desire to build, nurture, and maintain meaningful relationships with and between others, including the ability to cross cultural boundaries.
- Demonstrate strong servant leadership skills with a history of effective team building, mentoring, discipline, and counseling.
- Provide teaching and counseling that nurtures the Presbytery in Christ.
- Excellent Biblical literacy, theological maturity, and evangelical conviction.
- Exhibit solid interpersonal, planning, teaching, and mentoring skills.
- Possess computer proficiency in computer and social media literacy that would support maintaining an on-line presence.
- Creatively use resources and identify opportunities for development, particularly in reaching out to the community.
- Open to new ideas, adaptable to new information and changing conditions; is willing to take risks as needed to achieve goals.
- Ability to encourage, direct, and lead Presbytery members and churches in all aspects of Kingdom work.
- Effectively and efficiently perform administrative duties in support of ministerial responsibilities.
- Understanding of the organizational structure of the Presbyterian **Church (USA)**.

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PREFERRED EDUCATION AND EXPERIENCE

- Ordained minister in the Presbyterian Church USA and installed by the San Diego Presbytery.
- Ordained as Ruling Elder in Presbyterian Church (USA)
- Experienced with congregational life, preaching and office management
- Must have a current valid license to drive in the State of California and maintain California required auto insurance.

SUPERVISORY RESPONSIBILITY

This position has the supervisory responsibilities for Director New Day, Director of Cyclical Network, South Sudanese American Presbyterian Fellowship and Presbytery staff members.

ENVIRONMENTAL CONDITIONS

- Indoors in normal office environment with little exposure to excessive noise, dust, fumes, vibrations, and temperature changes at least seventy-five percent (75%) of the time.
- Frequent computer use at workstation up to two hours at a time.
- Frequently work at fast pace with unscheduled interruptions.
- Responsibilities occasionally may require an adjusted work schedule, overtime, and evening/weekend hours.
- Public contact position requiring appropriate apparel.
- This position has the option of working at home as needed, from time to time and in consultation with HR.

PHYSICAL DEMANDS

- Mobility within the facilities including using stairs from floor to floor.
- Moves from one work location to another
- Ability to sit, stand, walk, and bend.
- Access information using a computer.
- Ability to lift up to 25 pounds.

EQUIPMENT

- Desktop or laptop computer
- iPad
- Scanner
- Copy machine
- Telephone
- Fax Machine

POSITION TYPE/EXPECTED HOURS OF WORK

- This is an exempt position expected to be an average of 20 hours per week. Days and hours to be discussed with HR. The schedule is highly dependent on the needs of *the Presbytery of San Diego*.
- Benefits provided include sick days and holiday in accordance with the Employee Handbook.

TRAVEL

Occasional travel outside of San Diego County may be required less than 20% of the time

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. The responsibilities summarized in this job description may be revised by the *Executive Committee and/or Human Resources Committee* at any time.