



## Presbytery of Kiskiminetas

A community, nurturing and invigorating churches to grow spiritually and serve lovingly in Christ.

### Position Description

**Title:** Organizational Presbyter and Stated Clerk

**Purpose:** The Organizational Presbyter and Stated Clerk will serve the Presbytery of Kiskiminetas by:

- Leading the community of churches, elders, and pastors who work respectfully, compassionately, and collaboratively with each other.
- Building relationships while providing training to pastors, offering training to Commissioned Ruling Elders and churches for healthy growth organizationally and relationally that will transform lives to embrace hope.
- Empowering churches to grow spiritually and deepen their experience of God's presence while serving Christ with love and devotion.
- Collaborating with the Training Presbyter [ <https://www.kiskipby.org/kiskiminetas-presbyter-search-important-documents.html> ]
- Adopting a ground-up, empowering approach rather than a top-down, gatekeeping model.
- Cultivating a culture of innovative, out-of-the-box thinking while maintaining a clear vision of the Presbytery's broader mission. This forward-looking perspective empowers the presbytery to respond effectively to the numerical, spiritual, and missional needs of its churches.
- As Stated Clerk will serve as the ecclesiastical officer of the Presbytery under the guidance of the Book of Order, serving as parliamentarian of presbytery, the interpreter of the Constitution of the Presbyterian Church (USA) and the official correspondent of the presbytery.

### In the role of Organizational Presbyter and Stated Clerk:

- To articulate Kiskiminetas' vision and mission as mentioned in the Team Hope document [ <https://www.kiskipby.org/kiskiminetas-presbyter-search-important-documents.html> ] and implement ministry goals within the new structure in a timely manner. The Rev. Dr. Graham Standish, Executive Director of Samaritan's Counseling, served as an advisor and provided valuable insights to the Team Hope.

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**Responsibilities:** The Organizational Presbyter and Stated Clerk will be entrusted with the following duties:

1. Pastoral

- Ordained as Ruling Elder or Minister of Word and Sacrament in the Presbyterian Church (U.S.A.).
- Have a caring attitude, excellent people skills, and high integrity; a personality and character that inspires confidence and mutual respect.
- Listens actively and with understanding, speaking truth with love and kindness even in challenging situations, while offering a spirit of hope and encouragement in moments of celebration.
- Advocate the health, wellbeing, and success of presbytery staff, pastors, commissions, teams, and congregations.
- Provides dedicated support to strengthen congregations and their leaders, fostering growth and vitality through regular visits and ongoing guidance.
- Collaborates with Presbytery commissions and teams, ensuring their work is efficient, goal-oriented, and aligned with key benchmarks and deadlines.
- Supports the work of Presbytery commissions and teams with detailed attention to benchmarks, deadlines, and efficiencies.
- Actively engages people and organizations inside and outside the PC(USA) to encourage participation within the presbytery.

2. Leadership Responsibilities - The Organizational Presbyter and Stated Clerk will provide leadership by:

- Serving as an ecumenical representative, and liaison between the Presbytery, Synod, General Assembly, and the public in partnership with the Training Presbyter.
- Acting as co-head of staff with primary responsibility for overseeing the bookkeeper.
- Advising the Organization Commission.
- Valuing diversity and showing respect are essential when collaborating.
- Providing regular feedback and setting clear expectations to foster effective teamwork.
- Addressing conflicts and challenges promptly and constructively while focusing on building strengths, fostering growth, and effectively closing performance gaps.
- Demonstrating patience, acceptance, and recognizing others' contributions.
- Participating in Synod and General Assembly and General Assembly events appropriate to the position, including the Fall Mid-Council Leaders Gathering and General Assembly in consultation with the Training Presbyter.

3. Personal Growth - commit to ongoing professional and spiritual development by:

- Deepening faith through regular Bible study, prayer, and spiritual disciplines.
- Enhancing pastoral skills and personal maturity through continuing education.

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4. Administrative - work collaboratively with the presbytery by:
  - Providing regular reports to the presbytery and the Commissions.
  - Collaborating with the Vision Team [See page 2 of the Team Hope report].
  - Implementing strategy, program, and resources.
  - Planning, organizing, coordinating, and completing projects and tasks.
  - Ensures effective financial management while guaranteeing transparency in the stewardship of the Presbytery's financial resources and assets.
  - Participating in stated and called meetings of Presbytery.
  
5. Stated Clerk - as Secretary to the Presbytery:
  - Serve as parliamentarian to the members of the Presbytery, interpreting the Constitution of the PC(U.S.A), and advising on Robert's Rules of Order.
  - Prepare docket and packet for all Presbytery Gatherings.
  - Provide Support to the Presbytery Moderator and Vice Moderator.
  - Provide a plan for parity between teaching and ruling elders attending presbytery gatherings.
  - Maintain membership rolls of Teaching Elders, Commissioned Pastors, and Certified Christian Educators and provide support to the Congregation and Pastor Formation Commission with annual review of pastors engaged in validated ministry.
  - Properly maintain and preserve all official, historical records.
  - Handle official correspondence, attest to the actions of the Presbytery, and respond to inquiries regarding a pastor's standing in the Presbytery, in accordance with the Book of Order.
  - Oversee the completion of the Annual Statistical Report and other required reports to the Office of General Assembly and report results to the Presbytery.
  - Recruit, orient, guide and follow-up with Investigative Commissions and the Permanent Judicial Commission, in accordance with Rules of Discipline and Presbytery Procedures.
  - Supervise the annual reading of the Session Minute books of congregations. Provide training and support to the clerks of session.
  - Fulfill other such duties as may be called for in the Book of Order and policies of the Presbytery.

**Expectations, Skills, and Qualifications:** This position requires an exceptional degree of professionalism and the ability to work in an ever-changing environment, where sound decision making, self-motivation and discretion are essential. Candidates will need confidence and the

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ability to provide innovative and visionary organizational leadership rooted in love and spiritual practices, including:

- A strong and growing Christian faith grounded in a keen understanding and practice of Reformed Theology and Presbyterian polity.
- Demonstrates strong written and verbal administrative, organizational, and communication skills. Self-motivated with the ability to meet deadlines and efficiently manage multiple projects and tasks.
- Experience in handling conflicts, addressing power imbalances, and managing strong personalities while promoting fairness, equality, justice, and reconciliation.
- Ability to communicate actions and outcomes that are focused on goals, driven by solutions, and focused on strengthening the community
- Comfortable with technology (including knowledge of Microsoft Office, Zoom, email, social media platforms) and willing to learn new tools to support the Presbytery's needs.
- Be accessible, responsive, and flexible to handle the changing needs of the Presbytery and its churches, informed by the challenges and opportunities of our current times.
- Training in anti-racist, harassment, and other non-discriminatory practices and systemic analysis within the context of the Church.
- Careful and secure management of confidential information to protect its privacy.
- Enthusiastically support the mission, values, and goals of the Presbyterian Church (USA).

**Accountability:** The Organizational Presbyter and Stated Clerk is accountable to the Presbytery of Kiskiminetas.

The Organizational Presbyter is accountable to the Presbytery of Kiskiminetas, primarily working with the Organization Commission. They also collaborate closely with the Congregation and Pastor Formation Commission and Vision Team, ensuring alignment and support across Presbytery leadership and overall vision for the Presbytery.

**Compensation:** \$77,353

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