

Executive Presbyter Position

San Joaquin Presbytery (SJP), a regional governing body of the Presbyterian Church, USA, is searching for a Presbytery Executive and Head of Staff to provide leadership that will help the members and leaders of SJP to move forward in ministry.

We are looking for an energetic and faith-filled individual, ordained as a Ruling Elder or Minister of Word and Sacrament and committed to the ongoing mission of San Joaquin Presbytery and the Presbyterian Church, USA, to coordinate, manage and interpret the administrative affairs and mission of the Presbytery.

Skills desired include Administrative management, Oral and written communication, Pastoral Care, Problem solving, Conflict management, Crisis intervention, Computer and Social Media operation and Business experience.

This is a half time position.

A full position description is attached.

Please send resumes or direct questions by August 15, 2021 to

Marilyn Creel mycreel1@gmail.com and

Dan Cunningham dnc1260@gmail.com

PRESBYTERY OF SAN JOAQUIN
EXECUTIVE PRESBYTER
MAY 2021

TITLE: Executive Presbyter

STATUS: Exempt, salary, one half time position (approximately 20 hrs./wk.)

PURPOSE: Provides Executive leadership to both the organizational and spiritual life of the Presbytery of San Joaquin (PSJ) as the Presbytery's Executive Officer and Head of Staff. The Executive ensures that concerns of the Presbytery are represented to the Synod of the Pacific and the General Assembly and that concerns of other governing bodies are represented in the Presbytery.

ACCOUNTABILITY: The Executive is accountable to the Presbytery of San Joaquin through the Presbytery Personnel Committee and is reviewed annually by the Presbytery Personnel Committee and Synod Executive.

REPORTS TO: The Presbytery Personnel Committee.

GENERAL GOAL: Provides leadership that will help the members and leaders of the Presbytery of San Joaquin to move forward in ministry and coordinates, manages and interprets the administrative affairs and mission of the Presbytery.

REQUIREMENTS:

1. Ordained Ruling Elder or Minister of Word and Sacrament in the PCUSA
2. Models Christian faith and love in performance of all duties
3. Is loyal and committed to the PCUSA as a Mid-Council Leader
4. Language(s): English required; Spanish desired
5. Business experience desirable
6. Skill in:
 - Administrative management
 - Oral and written communication
 - Pastoral Care
 - Problem solving
 - Conflict management
 - Crisis intervention
 - Computer and Social Media operation

JOB REQUIREMENTS:

1. Assists the Presbytery in providing for the Mission and Government of the Church within the boundaries of the PSJ in accordance with the Book of Order and the Presbytery Vision Statement.
 - a. Ensures that churches are provided with resources and information in areas such as mission, personnel, inclusiveness, and leadership development.
 - b. Oversees the development of New Worshiping Communities (NWC) and New Church Developments (NCD) in conjunction with the NWC Committee.

- c. Works with the Presbytery's Committee on Ministry when congregations seek new pastoral leadership to enable ministry to continue with a minimum of disruption. Certifies all MIF's in the CLC system during a PNC search.
 - d. Preaches periodically to congregations and to the Presbytery as requested.
 - e. Resources Presbytery commissions, committees and teams as requested or needed, staffs the Committee on Ministry, Presbytery Advisory Committee (PAC), Nominating Committee and Finance and Property Commission.
 - f. Assists in the implementation of committee and commission decisions and actions.
 - g. Works with the Stated Clerk & Moderator to plan Presbytery meetings and attends Presbytery meetings.
 - h. Encourages networking and cooperation between pastors and congregations.
2. Exercises a ministry of pastoral care for the Presbytery and its pastors, committees, and congregations.
- a. Assists with resolving congregational and/or pastor crises and conflict within the Presbytery.
 - b. Provides or recommends resources for counseling and supportive care for pastors.
3. Manages and supervises Presbytery Staff.
- a. Ensures that necessary tasks are identified, assigned and accomplished with sensitivity to priorities and deadlines.
 - b. Works with the Presbytery Personnel Committee to conduct recruitment and annual evaluations of office staff. Insures annual evaluations are conducted for all other Presbytery employees.
 - c. Determines staff training needs, office equipment, and space requirements and makes recommendations to the appropriate Presbytery committee.
4. Manages and oversees business aspects of the Presbytery.
- a. Works with the Property and Finance Commission on budget, real estate management, property use, acquisition or sale, investments and bequests.
 - b. Signs checks and reviews monthly hourly payroll along with Stated Clerk.
 - c. Explores grant opportunities and oversees grant writing and grant use.
 - d. Is aware of opportunities for funding (i.e. PPP during COVID).
 - e. Utilizes legal resources to ensure compliance with labor laws, legalities and requirements of non-profit entities.
5. Maintains connectional relationships with the PCUSA.
- a. Encourages congregations and individuals to be involved in the life and mission of governing bodies of the PCUSA.
 - b. Attends Synod and GA meetings and participates in denominational training and informational meetings when appropriate.
 - c. Attends Synod Executive Forum meetings.
 - d. Promotes a spirit of openness in consultation and cooperation with ecumenical and interfaith organizations.
6. Performs other tasks as assigned by the Presbytery Personnel Committee.