

POSITION DESCRIPTION- for GENERAL PRESBYTER

Position: General Presbyter

Purpose: The General Presbyter of Peace River Presbytery shall provide leadership, support and care as needed by the congregations, pastors, Presbytery committees and Presbytery staff as they carry out the ministry of Jesus Christ.

Accountability: The General Presbyter is accountable to the Presbytery through its Personnel Committee.

Responsibilities: In addition to the administrative responsibilities laid out by the Book of Order the General Presbyter of Peace River Presbytery shall:

1. Communicate and promote the mission of the Church.
2. Serve as the executive officer of the Presbytery and Head of Staff of the Presbytery's professional and support staff.
3. Work to maintain a collegial and nurturing community throughout the Presbytery, striving to identify, activate, and connect its leadership.
4. Provide leadership to the Presbytery in its long range planning and visioning.
5. Encourage, resource and support programs aimed at the spiritual and numerical growth of existing churches.
6. Play a proactive role in the area of new church development.
7. Provide leadership in conflict and crisis management.

Relationships: The General Presbyter shall serve as Head of Staff of the Presbytery's professional and support staff. In addition, she or he will serve as the primary staff resource person to the Steering Committee and its teams, the Committee on Ministry, Preparation for Ministry, the Board of Trustees, attending their meetings on a regular basis. The General Presbyter shall also resource the moderators of trustees, personnel, and the Nominations and Representation Committee.

Accountability: The General Presbyter is accountable to the Presbytery through the Presbytery's Personnel Committee. PRP *Standing Rule* 8.5.3.3 charges the committee with "conducting the annual performance review of the Presbytery's elected staff in consultation with the General Presbyter."

Evaluation: The Personnel Committee of Peace River Presbytery shall conduct an annual performance review that includes a review of the adequacy of compensation.

Appendix - *In the Bylaws of Peace River Presbytery, A Florida Not-For-Profit Corporation, (approved November 30, 1989), in Section 5.12 the following additional job related responsibilities are enumerated, along with that of the President of the Board of Trustees, and Treasurer.*

Section 5.12 **General Presbyter.** The General Presbytery shall be the chief operations officer of the Corporation and, subject to the authority of the Board of Trustee and the President, shall have:

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- a. General Supervision of the activities and the operations of the Corporation.
- b. Authority to perform all acts which the President is authorized to perform on behalf of the Corporation by section 5.09 of this Article.

The General Presbyter may use the title “General Presbyter” or “Executive Director of Peace River Presbytery Inc.” whenever necessary or appropriate in the performance of the duties of such officer, but shall not thereby be deemed to be a Trustee of the Corporation or otherwise a corporate director of the Corporation.

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PEACE RIVER PRESBYTERY Job Description / Responsibilities of the Stated Clerk of Peace River Presbytery

Purpose: To record the transactions of the Presbytery, keep its rolls of membership and attendance, maintain any required registers, preserve its records, and furnish extracts from them when required by another council of the church. Such extracts, verified by the clerk, shall be evidence in any governing body of the Church. (2015-2017 Book of Order G-3.0104)

RESPONSIBILITIES INCLUDE:

- a) Serve as custodian of the Presbytery's Minutes and records (G-3.0104 & G-3.0305), ensuring that proper records of the business of the Presbytery are maintained and coordinated with the General Assembly and Synod
- b) Prepare the docket of the Presbytery assisted by the Moderator of the Steering Committee, the Moderator of Presbytery, and the General Presbyter (*Standing Rules 7, 7.3.7*)
- c) Serve as Parliamentarian and constitutional resource person for the Presbytery, its committees and commissions most often to the Committee on Ministry, Committee on Preparation for Ministry, Overtures Committee and Presbytery's Steering Committee
- d) Serve as secretary of the Steering Committee (*Standing Rules 5.5*), an *ex officio* member of the Committee and its teams, with voice but without vote (*Standing Rules 7.2.2; 8.2*)
- e) Attend biennial General Assembly meeting and Stated Clerks meetings
- f) Coordinate the constitutional process in judicial and disciplinary cases, including forming an Investigative Committee upon receipt of an Allegation of Offense and serving as clerk in trials before the Presbytery Judicial Committee (PJC)
- g) Oversee the Annual Statistical Reports from each congregation in Presbytery

Relationships: The Stated Clerk serves as an officer of the Presbytery in collaboration with the General Presbyter, endeavoring to maintain good peer relationships with the Presbytery's staff, members and volunteers as well as with denominational contacts and the general public.

Accountability: The Stated Clerk is accountable to the Presbytery through the Presbytery's Personnel Committee. PRP *Standing Rule 8.5.3.3* charges the committee with "conducting the annual performance review of the Presbytery's elected staff in consultation with the General Presbyter."

Evaluation: The Personnel Committee of Peace River Presbytery shall conduct an annual performance review that includes a review of the adequacy of compensation.

Term: The Presbytery elects a Stated Clerk to serve a three year term. At the end of the term the Stated Clerk may again be elected. Elections of the Stated Clerk shall occur prior to expiration of the term or departure from office. (PRP *Standing Rules, Article V. Officers of the Presbytery* paragraph 5.5)

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