

Presbytery of Southern Kansas

EXECUTIVE PRESBYTER POSITION DESCRIPTION

The purpose of the Executive Presbyter is to provide ministry leadership as the Executive Leader: to serve as head of staff, to lead the Presbytery of Southern Kansas (PSK) in discerning and carrying out its mission and priorities for ministry.

This position is a full-time, called and installed, remote position. PSK has no brick-and-mortar office. Its churches are spread out across Southern Kansas, from Independence and Yates Center in the east, to Syracuse and Tribune in the west. The opportunities in PSK for creative and innovative approaches to ministry are why PSK has been called a ministry frontier.

GOALS FOR MINISTRY: To provide full-time mid-council executive leadership to PSK.

1. To lead the Presbytery Coordinating Team (PCT) and PSK.
2. To assist PSK in fulfilling its Constitutional responsibility according to the book of order,
3. To assist PSK, its PCT, and leadership in addressing tasks and goals:
 - a) **MISSION:** becoming more aware of PSK's present identity, vision, values, mission, and ministry while aligning its life, structure and staff around it;
 - b) **LEADERSHIP:** facilitating the equipping of current leadership and the rise of new leadership with the cooperation and efforts of PCT and beyond;
 - c) **CONNECTIONS:** strengthening congregational partnerships within PSK as well as the connections and partnership with the Synod and General Assembly;
 - d) **FUTURE:** Prepare for the future with flexibility and creativity, using adaptive leadership skills.

RESPONSIBILITIES: The EP will be responsible for the following duties:

1. Executive PresbyterTasks
 - a. Provide resourcing and assistance to implement and revise the current structure of the Presbytery.
 - b. Serve as a proactive leader, guiding and nurturing PSK towards an understanding of a connectional and shared purpose
2. Life of the Presbytery Tasks
 - a. Encourage healthy PSK life.
 - b. Maintain strong relationships with the congregations of PSK by working with and through the sessions and pastoral leaders and other defined leaders.
 - c. Provide care, support and encouragement to the ministers, Commissioned Ruling Elders, Ruling Elders and church educators of PSK.
3. Administrative Leadership Tasks
 - a. Oversee policies and programs of PSK directly, through PSK staff or committees.
 - b. Serve ex officio on PCT, Governance, Trustees, Committee on Representation-Nominating, and Church Orders Ministry Teams. Advise or organize other teams or commissions as needed.

- c. Supervise the work of PSK's paid staff. Coordinate with PCT to supervise the Mission & Ministry Connector.
 - d. Work with the Personnel sub-group to hire staff as needed.
 - e. Attend and participate in meetings of councils of the church and ecumenical organizations as needed.
4. Mission of the Presbytery Tasks
- a. Review and revise Presbytery organizational structure with a task force.
 - b. Clarify all staff roles and responsibilities.
 - c. Continue refinement and expansion of communication efforts regarding activities, functions and priorities of the Presbytery.
 - d. Visit, resource, guide, preach, and challenge as needed, the churches and leadership of the Presbytery
 - e. Support and advise financial and administrative activities of PSK.
 - f. Work with COMT to develop a church closure evaluation and process outside of the Trustee corporate procedures.

QUALIFICATIONS

1. Must be an ordained minister or ruling elder within the Presbyterian Church (U.S.A.).
2. Able to travel to churches, governing body meetings, and denominational events.
3. Leadership experience and excellent management skills in a religious organization, non-profit business or other professional setting managing personnel and programs.
4. Excellent verbal and written communication capabilities and proficient in the use of computer and other electronic communication technologies.

ACCOUNTABILITY

The Executive Presbyter (**EP**) is employed/called by **PSK**, and is accountable to PSK through the PCT. The Personnel sub-group of Governance will give guidance and conduct an annual review of the EP's work while providing prayerful support and encouragement for the EP's well-being and opportunity for continuing education. The review will include a written evaluation and any recommendation to the PCT.

TERMS

The EP is to be employed on a full-time basis with an annual total compensation of \$_____.

Salary & Housing

Salary: \$_____

Housing: \$_____

Total Effective Salary (TES) \$_____

Add SECA Allowance (50% or 7.65% of TES) \$_____

Total Salary \$_____

Benefits (Pension, Major Medical, and Death & Disability; 39% of EP salary?) \$_____

Reimbursed Expenses

Auto Reimbursement/Study Leave/Professional Expenses \$_____

Total Reimbursed Expenses \$_____

TOTAL PACKAGE: \$_____

Service to the larger church of an average of 2 days per month. Examples would include teaching transitional education as part of the Transitional Ministry Education Consortium faculty of the PC(USA) and participation in executive leader forum for synod.

Study Leave of **two weeks (14 days)** annually prorated quarterly.

Vacation of **four weeks (28 days)** annually prorated quarterly.

Sick Leave of **two weeks (14 days)** annually.