

## Missouri Union Presbytery

### Position Description

**TITLE: Transitional General Presbyter and Stated Clerk**

**PURPOSE:**

- Shall serve as a pastor to the pastors and church professionals and their families in the presbytery
- Shall serve as a leader who partners with and inspires Missouri Union Presbytery to discern, interpret and implement Christ's mission
- Shall serve as the chief administrative head of staff and stated clerk for the presbytery
- Shall assess the systems and processes of the presbytery such as the financial system and proactively work to improve them

**PRIMARY RESPONSIBILITIES and ATTRIBUTES:**

#### Faith

- Has an active prayer life
- Attends worship regularly
- Has a personal relationship with Christ
- Has appropriate boundaries
- Knows the meaning of and practices the Sabbath
- Is a model for other pastors
- Exhibits the fruit of the Spirit

#### Hopefulness

- Motivate the presbytery to use discernment tools so that groups and meetings are led by God's Spirit to achieve clarity about issues and guidance towards their resolution
- Encourage and model leadership from the ground up, empowering others in ministry

- Lead the presbytery in exploring alternative models for its structure, operating style and staffing
- Advocate and motivate a culture of stewardship at the presbytery level encompassing, but not limited to time, treasures, and talents

### Connectedness

- Provide servant leadership and be a role model in the development of collegial relationships throughout the presbytery, synod, and its leadership
- Visit, support, and counsel congregations and pastoral leaders of the presbytery
- Strengthen connections between the presbytery and the PC(USA), participating in the ministry of the larger church
- Interpret the mission of the presbytery, synod, and General Assembly to the constituents of the presbytery
- Serve as the spokesperson for the presbytery to all media
- Represent the presbytery in matters of civil litigation and together as the Stated Clerk, advise in ecclesiastical and disciplinary matters
- In collaboration with appropriate committees, foster spiritual growth and development among the MUP congregations and leaders
- Report to the presbytery at its stated meetings concerning the health and vitality of the presbytery
- As head of staff, lead and nurture a culture of collaboration, engagement, and high performance among presbytery staff and volunteers
- Oversee the recording and permanent storage of the transactions of the presbytery; attend annually the minutes review session of the synod and submit minutes from Missouri Union Presbytery for review
- Interpret the *Book of Order* and the actions of the General Assembly for the presbytery
- Serve as staff resource for the Permanent Judicial Commission
- Attend the annual Mid-Council Leaders Conference and General Assembly meetings
- Fulfill other responsibilities assigned to the Stated Clerk by the *Book of Order*

## Teamwork

- Participate in and support the work of the Presbytery Council, Commission on Ministry, as well as other committees and commissions of the presbytery and synod
- Moderate the Presbytery Council
- Be a presbytery “presence” to congregations; preach and teach in congregations as opportunity presents itself and as time and self-care permit
- In collaboration with appropriate committees, foster spiritual growth and development among the MUP congregations and leaders
- Oversee the development and maintenance of position descriptions for each member of the staff, the annual performance review process, and make recommendations on matters such as pay, benefits, and terms of employment
- Be accountable to various committees of the Presbytery such as the personnel committee and the council
- Serve as a member, ex officio, on all committees/commissions of the presbytery, assuring appropriate staff service to these entities
- Receive and refer correspondence and official papers to the appropriate committee or task force
- Conduct presbytery’s official correspondence with other entities, including certification of calls, transfer of ministers, and attestation of Personal Discernment Profiles
- Serve as advisor to the Presbytery Moderator on parliamentary procedures
- Assist the moderator, council, committee chairs, and staff in preparing for and conducting presbytery meetings, and conduct a site visit prior to the meeting
- Facilitate the training of Clerks of Session; recruit, train and assemble a team of people to annually review session records of churches with the Missouri Union Presbytery
- Facilitate orientation and training of General Assembly commissioners; provide support to them during GA meetings; help organize the GA report to the presbytery