

## Presbytery of Chicago

### POSITION: Executive Presbyter

**PURPOSE:** The role of the Executive Presbyter (EP) within the Presbytery of Chicago is to provide Christ-centered and innovative leadership to help further the ministry and mission of the presbytery. In serving as a spokesperson of the PC(USA) in the geographical bounds of the presbytery, the EP also provides a witness to the love, teachings, and good news of Jesus Christ in the Chicago area, particularly in relation to world events and issues. The EP serves as head of the presbytery staff, and helps further the shared mission purpose of the presbytery, its organizational components, its leaders, and its volunteers. The EP meaningfully collaborates with the presbytery staff and other entities within the presbytery to foster a cohesive and purposeful organization as guided by the provisions of the PC(USA) form of government.

**RESPONSIBILITIES:** (The following percentages help calibrate the major, but not all, responsibilities of this position.)

- In relation to presbytery: (30% of work time)
  - Encourages the strategic purpose of the presbytery and continually leads vision development and interpretation.
  - Sustains the vitality of the Presbytery Coordinating Commission, the Commission on Ministry, the Commission on Preparation for Ministry and other active Work Groups and Teams.
  - Embodies and supports the anti-racism, justice, and mental health initiatives of the presbytery.
  - Provides and facilitates training opportunities for presbytery leadership, committees, commissions, work group, teams, and other ad hoc groups where appropriate.
  - Ensures presbytery staff support for the committees and commissions of the presbytery.
  - Participates as an ex-officio member of Presbytery Coordinating Commission.
  - Serves as liaison to the Personnel Committee.
  - Represents the presbytery in matters of civil litigation and together with the Stated Clerk, advises in ecclesiastical and disciplinary matters.
  - Is able to read and interpret financial statements; and participates in the preparation and oversight of the presbytery budget.
  
- In relation to congregations and minister members: (20% of work time). In partnership with staff and presbytery leadership:
  - Pastorally, theologically and ecclesiastically supports congregations.
  - Affirms and supports the ministry of the pastors and sessions in congregations and provides pastoral support to those in transition and/or crisis.
  - Builds authentic relationships with pastors and congregants that promotes shared presbytery-wide leadership.
  - Advocates for congregations by conveying their needs and concerns to the appropriate presbytery entities and develops the ongoing flow of information regarding the life of congregations within the Presbytery.
  - Encourages financial generosity among member congregations.
  - Pastorally, theologically and ecclesiastically supports minister members including specialized, validated, and honorably retired ministers.

- In relation to presbytery staff as principal supervisor: (25% of work time)
  - Equips, leads, develops, coordinates, and encourages the best practices of work, relationships, and ministry of each presbytery staff member.
  - In partnership with the Personnel Committee, participates in the evaluation of and any changes in position descriptions of the presbytery staff.
  
- In relation to the wider church: (15% of work time)
  - Represents the presbytery at council levels of the PC(USA) serving as Synod and General Assembly colleague.
  - Represents the PC(USA) as appropriate in ecumenical and interfaith settings.

**PREFERRED SKILLS:**

- Education: Master of Divinity degree or comparable
- Experience: 3-5 years in ecclesiastical or administrative leadership
- Strong Faith in Jesus Christ
- Effective Communicator
- Courageous
- Spiritual Maturity
- Adaptable
- Motivator
- Sense of Humor
- Interpersonal Engagement
- Visionary
- Compassionate
- Integrity
- Confidentiality
- Culturally Proficient
- Bridge Builder
- Conflict Resolution
- Hopeful
- Pastoral

**PRESBYTERY OF CHICAGO'S STANDARD ELEMENTS OF LEADERSHIP POSITIONS:**

- Participates in team formation and goal setting. Within the team, makes recommendations for staff role and position design that best supports the mission of the presbytery.
- Position descriptions are intended to be guidelines for position responsibilities. As such, each employee of the Presbytery of Chicago may be asked to perform tasks outside of the duties outlined in this document.

**PHYSICAL AND SKILL REQUIREMENTS:**

The Executive Presbyter should hold a valid driver's license and be able to travel to churches and council meetings, both within and outside the Presbytery of Chicago. The Executive Presbyter must be able to attend denominational events/workshops when appropriate. The position also requires the ability to use communication technology (computer, phone, ZOOM, etc.). The position requires physical and cognitive endurance; candidates must be able to coherently and accurately perform the duties of the position. The Executive Presbyter is expected to be able to perform the physical, intellectual, emotional, and relational expectations of this position.

TERM: Contract up to five consecutive years, renewable.

REPORTS TO: Presbytery Coordinating Commission

ACCOUNTABILITY AND EVALUATION: To the Presbytery through the Personnel Committee, which provides annual review, as well as revisions to this position description if/as needed.

Note: This position description was prepared by the Personnel Committee. It was recommended for approval and approved by the Presbytery Coordinating Commission on June 22, 2021.