

PORTFOLIO DESCRIPTION FOR THE
PRESBYTERY LEADER OF THE PRESBYTERY OF GENEVA

PURPOSE. Provide leadership in fulfilling the purpose, vision, and strategy of the Presbytery of Geneva; and exploring the future. Serve as a caring leader for the Presbytery.

RESPONSIBILITIES. Strategic and tactical work for which this role is accountable:

- 1) Support the purpose, vision, and strategy of the Presbytery of Geneva.
 - a. Work with leaders of the Presbytery to support and equip congregations and leaders to be Christ in the Finger Lakes and the world.
 - b. Work collaboratively with the General Council and committee leaders to implement the Presbytery strategy.
 - c. Assist the General Council in evaluating the effectiveness of the current structure in implementing the strategy.
 - d. Participate in discussions led by the General Council within the Presbytery and with potential ministry and mission partners among nearby mid-councils about sharing resources or staff, better to implement the Presbytery strategy.

- 2) Provide staff support and encouragement to committees of the Presbytery.
 - a. Maintain communication with committee chairs and attend meetings regularly.
 - b. Provide encouragement, resources, and training opportunities to help committees fulfill their responsibilities.

- 3) Fulfill administrative and ecclesiastical functions.
 - a. Promote and encourage multi-directional communication among Presbytery leaders, pastors, and congregations.
 - b. Serve as a member *ex-officio* and without vote on the General Council, making reports at all meetings.
 - c. Support the practice of sound fiscal management and transparency of the Presbytery's financial resources and assets through work with the General Council and the Operations Committee.
 - d. Serve as Head of Staff for the Presbytery, supervising, motivating, coordinating, and evaluating staff and services in consultation with the Operations Committee.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES. Capabilities and traits essential to perform satisfactorily: Organizational Agility; Task Manager; Collaborator; Motivator; Communicator; Hopeful; Passionate; Flexibility. In addition, the Presbytery Leader shall exhibit ethical conduct, be spiritually mature, and have a deep, growing personal faith in the Trinity.

EDUCATION AND EXPERIENCE.

- 1) Minister of Word and Sacrament or Ruling Elder in the Presbyterian Church (U.S.A.)
- 2) Bachelor's degree preferred plus additional professional training.
- 3) Minimum of five years administrative experience, preferably in a church organization.

DECLARATION OF STATUS. This is a two (2) year renewable contract position as negotiated between the General Council and the Presbytery Leader. It is a part-time, primary, exempt position at twenty-five (25) hours per week with benefits negotiable according to the Presbytery Personnel Policy and Procedures, at the direction of the General Council.

ACCOUNTABILITY.

- 1) The Presbytery Leader reports to the General Council and the members of the Committee on Operations designated as Personnel.
- 2) Authority in decision-making, policy determination, and program design rests in the Presbytery as a governing body rather than in the office of the Presbytery Leader. Therefore, the only authority of the office of the Presbytery Leader is that delegated by Presbytery.