

PRESBYTERY OF THE CASCADES POSITION DESCRIPTION

Title:	Transitional Executive Presbyter
Position:	Appointed Staff – appointed by the presbytery through the Presbytery Leadership Commission
Classification:	Full-time, exempt, grade 6

Description of Cascades Presbytery:

The Presbytery of the Cascades is the regional governing body for 90+ congregations and worshipping communities in portions of Washington and Oregon with a total membership of 11,200. Our congregations provide a unique witness to Jesus Christ and strive to serve God in particular communities throughout our region.

Position Summary:

The Transitional Executive Presbyter is appointed by the presbytery to provide executive leadership and pastoral encouragement in the implementation of the presbytery's mission and ministry while preparing the way for the future Executive Presbyter. He/she will give particular focus to service as the pastor, consultant, coach, healer, and encourager to congregations and their ministry leaders. He/she will serve as Head of Staff for the presbytery staff. He/she will represent and connect the presbytery to the wider church. He/she will serve as the primary staff resourcing the Presbytery Leadership Commission and the Personnel and Administration Committee.

Position Responsibilities:

- I. Function: Provide executive leadership and pastoral encouragement in the implementation of the presbytery's mission and ministry while preparing the way for the future Executive Presbyter.
 - a. Guide and supervise volunteer leadership and professional staff in implementing the newly developed mission and vision of the presbytery.
 - b. Review on a regular basis financial designations made by the presbytery ensuring they are in alignment with the newly developed mission and vision and prioritized ministry initiatives of the presbytery.
 - c. Attend to the developmental tasks of transitional ministry.

- II. Function: Give particular focus to service as the pastor, consultant, coach, healer, and encourager to congregations and ministry leaders.

- a. Assist congregations and ministry leaders in the identification of relevant resources and opportunities related to ministry and adaptive change in a rapidly changing culture.
 - b. Maintain regular contact with congregations and ministry leaders to facilitate healthy communication and relationships with the presbytery.
 - c. Seek to address and heal any strained relationships between congregations, ministry leaders, and the presbytery.
- III. Function: Serve as Head of Staff for the presbytery staff.
- a. Support and supervise all presbytery staff by meeting regularly for planning, assignment, priority setting, and evaluation of presbytery work.
- IV. Function: Represent and connect the presbytery to other councils of the denomination, other denominations, and other partners in ministry.
- a. Be involved in our connectional church.
 - b. Attend and participate in General Assembly and Synod meetings as appropriate.
- V. Function: Serve as the primary staff resourcing the Presbytery Leadership Commission, Personnel and Administration Committee, and the New Ministries Team.

Accountability and Relationships:

- I. Reports to: The Presbytery through the Presbytery Leadership Commission and the Personnel and Administration Committee.
- II. Coordinates: With all Presbytery staff, but especially the Advocate for Congregations and Clergy, the Stated Clerk, and the Missional Resource Manager.
- III. Supervises: All presbytery staff with whom he/she meets regularly.
- IV. All employment positions in the presbytery are subject to the Presbytery of the Cascades Employment Policies and Procedures.
- V. Evaluation: An annual review and performance evaluation in accordance with the Presbytery personnel policies will be conducted after six months and then in the fall of each subsequent year.

Skills, Knowledge and Abilities Needed:

- I. The person should demonstrate effective executive skills in the following areas:
 - a. Large organization/system management skills.

- b. Ability to lead, encourage, manage personnel, and nurture a collegial environment.
 - c. Ability to pastorally encourage congregations and their leaders in the exercise of their ministry.
 - d. Ability to engage in clear and winsome oral and written communication in English.
 - e. Administrative skills in areas such as financial management, problem solving, conflict management, and strategic planning.
 - f. Ability to provide adaptive leadership.
 - g. Ability to manage multiple tasks and deadlines.
- II. The person should demonstrate the following attitudes and commitments:
- a. Faithful to Jesus Christ and committed to the Presbyterian Church (U.S.A.).
 - b. A warm, pastoral style with the ability to think creatively and theologically.
 - c. An excellent listener who seeks to understand, affirm, encourage, and include others, especially those who feel excluded.
 - d. Fair-minded, able to relate to and work with persons of widely differing perspectives.
 - e. A person with a demonstrated commitment to congregational ministry who is willing to travel to engage with congregations and their leaders.
 - f. A person who has demonstrated experience providing transitional leadership, and who has a collaborative working style with staff colleagues and elected leadership.
- III. Education, Training, Experience:
- The skills and knowledge listed above are ordinarily acquired through:
- a. Bachelor's degree from an accredited college or university.
 - b. Masters of Divinity (or equivalent) from an accredited seminary or theological school.
 - c. Pastoral or parish leadership experience, either as a Teaching Elder or Ruling Elder.
 - d. Transitional ministry training and experience – strongly preferred.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly requested to sit for prolonged periods of time. Close vision and manual dexterity are required to access data utilizing a personal computer and other office equipment. Talking and hearing are also necessary when utilizing the phone for customer service and for

presentations during meetings. Lifting up to 15 lbs. may be necessary to move file boxes and supplies.

Term:

The Transitional Executive Presbyter shall be appointed for two years, with possible extensions, with the understanding that either party may terminate the agreement with thirty (30) days' notice.

Compensation:

Compensation will be commensurate with experience, will be negotiated prior to beginning employment, and is subject to annual re-approval by the presbytery.

Questions or Resumes and Cover Letters can be submitted to the Rev. Robin Garvin at robin@valleycommunity.org