

Revised  
**Presbytery of Huntingdon**  
**Half-time Interim General Presbyter Job Description**

**Title:** Half-time Interim General Presbyter (20-25 hours)

**Reports To:** The Presbytery through the Personnel Team

**Positions Supervised:** All staff

**Job Summary:** Articulate the vision, mission and priorities of Huntingdon Presbytery, motivating and equipping the Presbytery to do its work. Assist the Presbytery in its shift to a part-time permanent General Presbyter by helping assess how and by whom tasks are to be performed in the absence of a full-time executive. Be a resource to the leadership of the Visioning Team, Committee on Ministry, Committee on Presbytery Life and other committees. Be the head of staff.

**Job Requirements:**

- Possess strong administrative, process, people and conflict-management skills. Have organizational, training and motivational skills. Be aware of the five developmental tasks expected of interim pastors.
- Know and understand the attributes of healthy churches with strong ministries. Understand and appreciate the challenges and contributions of small churches.
- Creatively help determine what's next for churches and presbyteries, being open to appropriate partnerships within and outside the Presbytery.
- Demonstrate good communication skills, facilitating open and honest interaction among various groups.
- Be ethical, honest and appropriate in interactions with others.

**Job Tasks:**

**1. Be the face (official representative) of the Presbytery**

- Participate in the larger judicatories as appropriate.
- Work with Visioning Team to know, understand and articulate the Presbytery's mission, vision and priorities.
- Be open to ecumenical, interfaith and emerging church dialog and/or partnerships.
- Attend called Presbytery Meetings and give a General Report of Activities.

**2. Work with the Presbytery committees and help provide linkage between Presbytery entities**

- Encourage discernment of God's guidance and encourage openness to change.
- Support the Committee on Ministry as advisor and guide, especially in dealing with churches and pastors in transition and pastors experiencing health and other problems. In conjunction with the COM, be willing to say in a pastoral way those things that pastors may not want to hear but must hear, keeping in mind that the COM must give accurate reference checks about any pastor seeking a new call. Attend COM meetings.
- Support the Committee on Presbytery Life's work, attending committee meetings when possible.
- Support the Visioning Team as it ensures implementation of Presbytery decisions and matters of strategy while coordinating activities throughout the Presbytery. Serve on the Visioning Team without a vote.
- Support our partnership with two other presbyteries to operate Krislund Camp and Retreat Center.

**3. Supervise Presbytery Staff**

- Supervise and coordinate the activities of employees (currently the Stated Clerk, Treasurer, Secretary and Christian Education consultant).
- Work with the Personnel Team regarding holidays, vacations, pay schedules, evaluations, hiring and other aspects of supervision as needed.
- Review for approval expense vouchers from the staff and committee chairs.

Revised August 2020