

THE JOHN KNOX PRESBYTERY
THE SYNOD OF LAKES AND PRAIRIES

TITLE: Executive Presbyter for The John Knox Presbytery

PURPOSE: The purpose of the position of Executive Presbyter is to provide leadership, care, oversight, and communication in order to promote the ministry and mission of The John Knox Presbytery through its officers, committees, congregations and members.

ACCOUNTABILITY: The Executive Presbyter is called and employed by the Presbytery and is accountable to the Presbytery through the Presbytery Council and the Presbytery Personnel Committee.

RESPONSIBILITIES:

Leadership:

Serve as Head of Staff and ex-officio member of Presbytery Council, Committee on Ministry, Committee on Preparation for Ministry, Personnel Committee, Committee on Representation, and Commissioned Ruling Elder Committee. As Head of Staff, the Executive Presbyter is authorized to hire short-term contract employees in accordance with the Presbytery's mission and vision, and in consultation with the Presbytery Personnel Committee and Presbytery Council.

Maintain contact and visibility with all churches of Presbytery and help develop a climate of friendliness, concern, support, openness, trust, love, respect and understanding among the churches, committees and members of Presbytery.

Serve as a resource for the implementation and continued reshaping of the mission and vision of the Presbytery.

Care:

Support Presbytery officers, chairpersons and other people working within the framework of Presbytery.

Be available to the continuing members of Presbytery and their families in offering pastoral support and encouragement.

Be available to support and encourage the professional staff of the Presbytery.

Oversight:

Of the Presbytery office and staff in the implementation of Presbytery policies and decisions.

Communication:

Interpret the interests of the Presbytery to the Synod and General Assembly and the interests of the Synod and the church as a whole to the Presbytery.

Interpret the decisions and programs of the Presbytery and the Presbyterian Church (U.S.A.) to persons and agencies beyond the bounds of the denomination.

Represent the Presbytery in ecumenical relations when delegated by the Presbytery Council through its appropriate committees.

Be aware of issues that should be addressed at all levels of the PCUSA.

Represent the presbytery in discussions with other presbyteries concerning innovative methods of accomplishing common mission and staffing.

REVIEW:

The Presbytery Personnel Committee will provide an annual review of the Executive Presbyter's work.

TERM:

The Executive Presbyter shall be elected for an indefinite term.

SUPPORT:

The primary support of the Executive Presbyter shall be through the Chair of the Presbytery Personnel Committee and the Presbytery Personnel Committee. The Presbytery Personnel Committee, when it is deemed advisable, will share concerns with the Presbytery Council, which may advise the Synod Executive.