

## **NORTH ALABAMA PRESBYTERY EXECUTIVE PRESBYTER POSITION DESCRIPTION**

### **PURPOSE:**

The role of the Executive Presbyter of North Alabama Presbytery shall be to strengthen our community of churches, maintain a congregation centered focus, and provide spiritual leadership for the building up of the body of Christ pastorally, theologically, and ecclesiastically.

In serving as a spokesperson for the North Alabama Presbytery of the PC(USA), the EP provides a witness to the love, teachings, and good news in Jesus Christ in Alabama and beyond. The EP of North Alabama Presbytery meaningfully collaborates with Presbytery staff and other entities in the Presbytery to foster a cohesive and purposeful organization as guided by the provisions of the PC(USA) form of government.

The EP of North Alabama Presbytery will lead us in identifying who we are and in casting a compelling vision for the Presbytery in accordance with God's will. As part of the team working with staff and the Presbytery at large, the EP of North Alabama Presbytery is responsible for exercising pastoral concern for clergy and congregations, in order that the mission and vision for the North Alabama Presbytery can be accomplished.

Pastoral concern and leadership should also be exhibited towards revitalization efforts needed by churches within the Presbytery.

We believe these characteristics should be possessed and demonstrated by the EP of North Alabama Presbytery:

- Pastoral Caregiver
- Compassionate
- Effective Communicator
- Spiritually Mature
- Technologically Effective
- Organizational Agility
- Collaborator
- Initiator
- Strategic and Visionary
- Bridge Builder
- Adaptable and Flexible
- Listener

### **SUPERVISION AND OVERSIGHT:**

The Executive Presbyter is accountable to the Presbytery through the Executive Commission and is supervised by the Executive Commission. The EP will serve as the Head of Staff and supervise all staff positions within the Presbytery.

### **RESPONSIBILITIES:**

#### Executive Commission Responsibilities

The EP will assist the Executive Commission as follows:

- Lead with strategic planning, visioning, and coordinating the mission priorities of Presbytery

- Advise the Stated Clerk and the Moderator regarding the Presbytery meeting schedule, locations, and meeting agendas
- Work with the Executive Commission on finalizing the Presbytery meeting agenda
- Plan worship for Presbytery meetings, in consultation with the Executive Commission and the host church
- Provide a report to each meeting of the Presbytery

### Commission on Ministry Responsibilities

The EP will assist the Commission on Ministry as follows:

- Provide pastoral care to pastors, sessions, and congregations as needed
- Shepherd sessions and pastors as needed or requested
- Coordinate with COM regarding pastoral leadership
- Responsible for reference checks (incoming pastors, as well as members of North Alabama Presbytery)

### Administrative and Ministry Units of the Presbytery

The EP will serve as a resource to the administrative and ministry units of the Presbytery, and will advise:

- the Business Affairs and Personnel Team
- the Committee on Representation and Nominating (“CORN”), as well as the Nominating Appointment Committee as necessary

### General Responsibilities

The EP will:

- Practice prayer and spiritual discipline(s) as necessary for personal and spiritual growth
- Supervise office operations
- Review monthly financials, including accounts payable and budget expenditures, in coordination with the Treasurer
- Work with the Executive Commission, with input from the Office Manager and Stated Clerk to develop an annual calendar of meetings and events
- Serve as the Presbytery’s communicator regarding mission and ministry information to congregations and pastors
- Assist the Stated Clerk in training committee leadership
- With the Stated Clerk, annually provide officer training to sessions

The EP shall attend Synod and General Assembly meetings, as well as participate in mid-council leaders training.