

**GENERAL PRESBYTER
PRESBYTERY OF YELLOWSTONE
POSITION DESCRIPTION**

Yellowstone Presbytery's Vision Statement

Yellowstone Presbytery - guided and sustained by Scripture, the Holy Spirit, and prayer - is a community rooted in the love of Jesus Christ. We will...

Gather Together for God's glory and spiritual synergy.

Equip and Encourage disciple-making congregations and leaders for living the Gospel...intentionally becoming more like Christ; ably sharing our faith; impacting our communities; worshiping in loving response to God; and mutually supporting and training leaders.

Go Out to join Christ in Christ's mission in our communities, Montana, and the world...embodying and sharing Christ's Good News; loving and serving, as we are commanded, in our words, actions, and relationships.

POSITION DESCRIPTION

The position of General Presbyter is a half-time, called and installed position in the Presbytery of Yellowstone. The General Presbyter serves as head of staff for the Presbytery staff and takes the lead in resourcing and guiding the Presbytery. The General Presbyter helps shape and build the missional efforts of the Presbytery. As part of a team, working with the staff and the Presbytery at large, the General Presbyter is responsible for exercising pastoral concern for clergy and congregations in order that the mission of the Presbytery can be accomplished.

PURPOSE

The General Presbyter, in collaboration with Presbytery leadership, casts and communicates a compelling and inspiring vision for a preferred future. The General Presbyter will guide, nurture, encourage, coach, train, resource and facilitate the Presbytery to act on this vision and to determine how to partner, nurture, resource, serve, and support congregations. The General Presbyter will also facilitate connections across denominations and explore other partnerships to accomplish this vision as contexts allow.

ACCOUNTABILITY & EVALUATIONS

The General Presbyter is called and employed by the Presbytery and is accountable to the Leadership Cabinet through its Personnel Committee. The Personnel Committee, on behalf of the Leadership Cabinet, will be responsible for conducting an initial six-month evaluation and thereafter an annual performance review. The reviews shall be in accordance with the current mission goals and policies of the Presbytery and the Presbytery's personnel policies.

PERSONAL CHARACTERISTICS

- Strong faith in Jesus Christ and commitment to the Presbyterian Church (U.S.A.) as an expression of Christ's mission in the world
- Relates well to church members and ordained leaders, and is able to empathize with their situations in order to give advice and counsel

- Strong interpersonal skills and the ability to work collaboratively and respectfully with others
- Approachable, compassionate leader with integrity who keeps professional boundaries, manages these boundaries within the time constraints of the position, and delegates responsibility as appropriate
- Generates and applies new and creative ideas for problem solving and strategic transformation
- Seeks and models the practice of regular spiritual disciplines (i.e. prayer, solitude, scripture reading, sabbath keeping)
- Seeks to grow in self-awareness and awareness of others

RESPONSIBILITIES

The General Presbyter shall perform the following duties. Recognizing that the General Presbyter is a half-time position, greater priority shall be placed on the first two categories of responsibility:

1. Provide vision, leadership, and resourcing for Presbytery leadership, including Presbytery staff.

- Serve as primary staff support and resource to the Leadership Cabinet, working closely alongside the Leadership Cabinet moderator
 - Work with the Leadership Cabinet to discern, assess and communicate the spiritual, missional, organizational, and financial needs particular to Yellowstone Presbytery. Research, explore, and propose current and future possibilities for meeting those needs, in conversation / consultation with all relevant parties.
- Provide appropriate and necessary support to the Pastoral Ministry Team
 - Equip and encourage the moderator and team members to support and encourage churches in transition - delegating on-the-ground work to the team.
 - Participate directly in the late stages of the pastoral call process or when expressly asked by the moderator.
 - Provide direct support for churches in conflict.
 - Consult as needed with sessions and congregations in coordination with the Pastoral Ministry Team.
- Provide support to all other Presbytery ministry teams committees, commissions, task forces and other entities of the Presbytery when necessary and as time allows
- Serve as head of staff for Presbytery staff and manage the staff resourcing to presbytery entities. In consultation with the Personnel Committee, develop job descriptions for staff members, and participate in annual reviews of Presbytery staff.
- Assist the Stated Clerk and the Presbytery planning team (including the Leadership Cabinet Moderator / Vice-Moderator) in preparing the Presbytery docket and work in collaboration with the Clerk to assure that all Presbytery entities are functioning in compliance with the Book of Order and the bylaws of the Presbytery

- Provide regular reports to the Presbytery regarding the performance of duties, progress in meeting the missional goals of the Presbytery, and other matters as may be needed, both at Presbytery meetings and through the Presbytery newsletter and/or social media.

2. Provide vision, leadership, and resourcing for the Presbytery to become a more missionally focused Presbytery that is spiritually rooted in Christ, cultivating a warm, supportive, relational culture.

- Assist in nurturing and strengthening the congregations of the Presbytery as they seek a common mission for the Presbytery
- Be present as requested and needed to congregations, providing various forms of support, communication, and occasional pulpit supply, 1-2 Sundays per month
- Promote and encourage the equipping/training of lay leaders in congregations without pastoral leadership
- Contribute to improved relations and communication between and among sessions and the Presbytery
- Network, collaborate, and partner with other denominational and ecumenical entities as appropriate for resourcing and educational purposes

3. Provide pastoral care and coaching to Ministers of Word and Sacrament ministers and Commissioned Ruling Elders

- Maintain regular contact, both formal and informal, with Ministers of Word and Sacrament and Commissioned Ruling Elders, serving as pastoral support
- Encourage and promote community among Ministers of Word and Sacrament and Commissioned Ruling Elders in the Presbytery
- Be available to coach and to assist Ministers of Word and Sacrament and Commissioned Ruling Elders on an individual basis in working through problems and identifying helping strategies, making referrals when needed and appropriate
- Model and practice self-care, including engaging at least annually in continuing education for personal growth and professional development

4. Serve as a liaison between the Presbytery and Synod, General Assembly, partner presbyteries, ecumenical agencies, and interfaith communities:

- Liaise with appropriate individuals and agencies of the Synod and General Assembly for the enhancement of congregational life and ministry
- Represent the Presbytery and enhance its involvement in ecumenical relations and community affairs within the region and across the denomination, in consultation with Leadership Cabinet and as time allows
- Participate and serve on Synod Executive Staff Forum and General Assembly entities as requested as time allows and in consultation with Leadership Cabinet through the Personnel Committee

- Inform, connect, interpret, and facilitate conversation regarding the work of the General Assembly and Synod to the Presbytery and its congregations, as needed / when appropriate

PROFESSIONAL CRITERIA

- Is ordained as a Minister of the Word and Sacrament or Ruling Elder in the Presbyterian Church (U.S.A.)
- Possesses proficiency in the knowledge and implementation of the Constitution of the Presbyterian Church (U.S.A.)
- Has experience leading transformational change in a religious organization, non-profit, or other professional setting managing personnel and programs
- Has excellent verbal and written communication capabilities and proficiency in the use of computer and other electronic communication technologies
- Has cultural proficiency to engage respectfully with diverse communities
- Has demonstrated commitment to and experience in building intercultural community
- Is proficient in leading worship and in the preparation and delivery of sermons
- Exhibits professional demeanor, discretion, good judgment, integrity, and a sense of humor
- Ability to delegate responsibilities and exercise adaptive leadership

Revised and approved by the Leadership Cabinet of Yellowstone Presbytery Nov 2023