



POSITION DESCRIPTION

CONNECTIONAL PRESBYTER

New Castle Presbytery

The **CONNECTIONAL PRESBYTER** is one of two new full-time staff positions (with a Missional Presbyter) being created in the New Castle Presbytery (hereafter the NCP). In the restructured staffing model, the new Connectional Presbyter will serve the NCP in three broad arenas of ministry:

- Pastoral support, for both ministers of the Word and Sacrament and elders, including commissioned lay pastors (CLPs), who are serving actively in the work of the NCP,
- Advocate and agent, for recruiting ministers of the Word and Sacrament for service within the NCP.
- Stated Clerk, serving the NCP in accordance with the specifications of G-3.0104 and G-3.0305 of the *Book of Order*.

The Connectional Presbyter will be the staff person connecting the system of governance and the bodies responsible for congregational ministry within the NCP and also within the Presbyterian Church (U.S.A.) (hereafter the PC (USA)). In both celebration and challenge she or he will resource the NCP's Committee on Ministers and Congregations (formerly the Committee on Ministry), its Committee on Nominations, and its Permanent Judicial Commission (PJC). He/she will also manage and coordinate the work of the NCP office staff.

Nomination and Election: The Connectional Presbyter will be nominated by a search committee from the current (2017) NCP Council and initially elected by the full NCP to the position for a five (5)-year term.

Accountability: The Connectional Presbyter is accountable to the NCP through the Human Resources subcommittee of the Committee on Leadership.

The Connectional Presbyter is expected to provide the following functions within the three specified arenas:

AS PASTORAL PRESBYTER

1. Staff the NCP's Committee on Ministers and Congregations.
2. With the NCP's Trustees and the Financial Resources Committee and its Committee on Ministers and Congregations, explore issues of congregational viability and develop a process for directing the future of struggling churches within the NCP.

3. Staff the NCP's Committee on Representation and Nominations.
4. Serve as a member of the NCP Coordinating Committee (a non-policy-making body also consisting of the current NCP Moderator, Vice-Moderator, the Missional Presbyter, and the NCP Administrator).
5. Plan and prepare special gatherings for ministers of the Word and Sacrament and CLPs, as appropriate.
6. Counsel NCP ministers of the Word and Sacrament with respect to denominational policies and procedures for seeking new calls and managing exit strategies.
7. Nurture supportive relationships with ministers of the Word and Sacrament, CLPs, and elders, providing encouragement and spiritual support as they fulfil their roles and responsibilities as active presbyters.
8. Participate in services of NCP churches, including offering prayers for pastors, church staff and church leaders.
9. Attend meetings of member church sessions, as needed, in times of transition or conflict.

AS ADVOCATE AND AGENT

1. Actively recruit pastoral candidates for service in the NCP. This will include generating interest and sharing opportunities with potential candidates by correspondence with seminaries, the General Assembly staff, and other presbyteries.
2. Identify NCP ministers of the Word and Sacrament for attendance at "Face-to-Face" gatherings and other recruiting events across the PC (USA), including seminars, conferences and continuing educational events.

AS STATED CLERK

1. Work with the NCP moderator and other leaders to plan NCP meeting dockets, normally including five (5) stated meetings per year, and to follow up on actions taken at these meetings as required.
2. Prior to NCP meetings, insure that the meeting moderator(s) are prepared by conducting a “docket rehearsal,” with special focus on potentially controversial items to be considered.
3. At NCP meetings, function as the principal parliamentarian and work with assistant or temporary stated clerks as needed.
4. Assign the duties of any NCP assistant stated clerk(s) and supervise their work. Appoint temporary clerks for assistance during NCP meetings, as needed.
5. Record and file the minutes of meetings of the NCP, and insure that the minutes are properly reviewed annually by the Synod of the Mid-Atlantic.
6. Guide the PC (USA) process of discipline within the NCP as required, and resource the PJC of the NCP as needed. Manage application of NCP’s “Sexual Misconduct Policy” and “Code of Ethics for Teaching Elder [Ministers of the Word and Sacrament] Members and Other Church Professionals” as set forth in *The Manual of New Castle Presbytery*, and coordinate the “Healthy Boundaries” training of ministers of the Word and Sacrament, candidates for ordination to this position, CLPs and, as appropriate, other church professionals.
7. Annually develop a plan for determining membership and equalization of the rolls within the NCP, in accord with G-3.0301 of the *Book of Order*. Maintain NCP rolls, including those for candidates for ordination, members who are ordained ministers of the Word and Sacrament, CLPs, any Certified Christian Educators or Certified Associate Christian Educators, and elder commissioners. Manage the filing of annual reports, letters and forms of transfer and reception for ministers of the Word and Sacrament and for ordination candidates to and from other presbyteries, as prescribed in the *Book of Order*.
8. Work with the NCP Administrator to insure smooth office operations.
9. Manage updating of *The Manual of New Castle Presbytery* and monitor the NCP’s adherence to its policies and provisions.
10. Notify the Synod of the Mid-Atlantic and the General Assembly of the authorized commissioners and Young Adult Advisory Delegate(s) elected to serve in these bodies by the NCP. Provide orientation for these delegates, and assist them with their plans to attend meetings of these two governing councils. If able to be present at these meeting(s), provide guidance to the delegates.

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11. Manage proposed amendments to the Constitution, both those overtures presented within the NCP and those received from the General Assembly, ensuring that all such amendments are voted on by the NCP in a timely manner.
12. Attend training events for stated clerks of presbyteries, and conduct training events for clerks of session within the NCP, with the assistance of others as needed.
13. Manage the process for the annual review of session records for churches within the NCP.
14. Provide polity guidance to ministers of the Word and Sacrament, CLPs, and clerks of session within the NCP as needed.

Evaluation: An annual evaluation and review of the Connectional Presbyter’s services shall be conducted by the Human Resources subcommittee of the Committee on Leadership, and the results of that review shall be reported to the entire Committee on Leadership and to the full NCP.

Separation Policy and Process: The NCP may accept the resignation of the Connectional Presbyter or terminate his or her services at any time with sixty (60) days’ notice.

Election/Re-Election: The Connectional Presbyter will be elected initially for a five (5)-year term and is eligible for re-election to additional term(s).

POSITION SPECIFICATIONS

- I. **General Specifications:** The NCP seeks either a minister of the Word and Sacrament or an elder in the PC (USA) with experience at both the congregational and the presbytery level. A commitment to the theology, polity, ministry, and mission of the PC (USA) and to the corporate life of the NCP is critical. Experience related to the work of a “Committee on Ministry” is vital. Working knowledge of the *Book of Order* and parliamentary procedures is priceless.
- II. **Personal Characteristics:** The Connectional Presbyter will exhibit:
 - a. A joyful commitment to God through Jesus Christ and to the church as Christ’s body.
 - b. A commitment to working with persons of diverse points of view.
 - c. An ability to lead with a spirit of openness, reciprocity, and creativity.
 - d. A flexibility in working relationships, with an attitude of sharing power and enabling the work of others.
 - e. A sense of perspective and humor about life and one’s self.
 - f. A compassionate heart and a strategic mind.
 - g. A respect for both persons and process.

- III. **Professional Skills:** The NCP Connectional Presbyter will also exhibit abilities in the following professional areas:
- a. Administration: Has skills in planning and implementing recurring functions. Has proven skills in time management, problem solving, and management of multiple tasks.
 - b. Leadership: Shows a working style that garners the trust and respect of others and demonstrates good group process skills. Is able to value and respect contributions from persons with diverse viewpoints and to incorporate these contributions into the life and work of the NCP.
 - c. Communication: Is able to write and speak with clarity, brevity, and specificity. Recognizes the importance of communications, written and oral, that are accurate, detailed, and timely. Is capable of providing concise and precise answers to polity questions. Has computer and word-processing skills.
 - d. Pastoral: Has ability to listen actively and with understanding. Has ability to respond to the needs of ministers, elders and non-ordained persons alike. Will establish trust and maintain confidences throughout the NCP. Has the wherewithal to speak the truth in love in the face of difficult challenges, and an inspiring spirit to bring hope and affirmation when there is cause to rejoice.
 - e. Conflict Management: Has demonstrated skills and experience in conflict management/transformation. Brings to the NCP a non-anxious presence, insight into group dynamics, and a voice of honest clarity.

BASIC COMPETENCIES

Rationale: To provide for maximum efficiency in each position and enhance collaboration across Presbytery [job] positions, candidates should have the following competencies:

1. Working knowledge of desk top and/or laptop computers;
2. Working knowledge of Microsoft Office applications including Word, Excel and Power Point;
3. Working knowledge of email and text usage; and
4. Working knowledge of Face Book, Twitter, Instagram and other social media applications that may be identified by the Presbytery.