

POSITION DESCRIPTION

CO-INTERIM CONNECTIONAL PRESBYTERS

New Castle Presbytery

The CO-INTERIM **CONNECTIONAL PRESBYTERS** are one of two full-time co-executive positions (with a Missional Presbyter) in New Castle Presbytery (hereafter the NCP).

The agreement will be effective for a period of one year, beginning January 1, 2020 and may be renewed for 3-month extensions.

The Co-Interim Connectional Presbyters will not be eligible for consideration for the position of Connectional Presbyter.

The Co-Interim Connectional Presbyters will serve the NCP in four broad arenas of ministry:

- Pastoral support, for both ministers of the Word and Sacrament and elders, including commissioned lay pastors (CLPs)¹, 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*.
- Organizational transformation, helping the presbytery evaluate the current and future efficiency of the new structure in line with the values and mission of the presbytery.

The Co-Interim Connectional Presbyters will be the staff persons 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, and in consultation and cooperation with the Missional Presbyter, they will resource the NCP's Committee on Leadership, Committee on Ministers and Congregations (formerly the Committee on Ministry), Committee on Preparation for Missional Ministry, Committee on Representation and Nominations, Trustees (including Budget Committee), the Permanent Judicial Commission (PJC), and will also manage and coordinate the work of the NCP office staff.

Accountability: The Co-Interim Connectional Presbyters are accountable to the NCP through the Committee on Leadership. We acknowledge that the Rev. Holben and Mr. Schminkey are married and that any NCP policy discouraging or prohibiting personal relationships between employees will not apply to them, but will apply to their interactions with others.

¹ CLP (commissioned lay pastor) and CRE (commissioned ruling elder), as referenced in this document, are considered synonymous.

The Co-Interim Connectional Presbyters will, in cooperation with the Missional Presbyter, resource the following committees and responsibilities with each of them taking a “lead resource” role as listed below (but with the back-up support of the other co-Interim connectional presbyter):

- Committee on Leadership – Sara Holben
- Committee on Ministers and Congregations – Sara Holben
- Committee on Preparation for Missional Ministry – Sara Holben
- Committee on Representation and Nominations – Bob Schminkey
- Trustees (and Budget) – Bob Schminkey
- Permanent Judicial Committee – Bob Schminkey
- Manage & coordinate the work of the NCP office staff – Sara Holben

The Co-Interim Connectional Presbyters are expected to provide the following functions within the four specified arenas, with each co-interim connectional presbyter taking lead responsibility as detailed below, in consultation and cooperation with the Missional Presbyter:

AS PASTORAL PRESBYTER – Sara Holben

1. Staff the NCP’s Committee on Leadership, Committee on Ministers and Congregations and Committee on Preparation for Missional Ministry (providing secondary support to the Committee on Representation and Nomination as well as back-up for the Trustees and PJC when the other co-interim connectional presbyter is not available).
2. 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).
3. Plan and prepare special gatherings for ministers of the Word and Sacrament and CLPs, as appropriate.
4. Counsel NCP ministers of the Word and Sacrament with respect to denominational policies and procedures for seeking new calls and managing exit strategies.
5. Nurture supportive relationships with ministers of the Word and Sacrament, CREs, and elders, providing encouragement and spiritual support as they fulfil their roles and responsibilities as active presbyters.
6. Participate in services of NCP churches, including offering prayers for pastors, church staff and church leaders.

7. Attend meetings of member church sessions, as needed, in times of transition or conflict.
8. Manage and coordinate the work of the NCP office staff.

AS ADVOCATE AND AGENT – Sara Holben

1. Actively recruit pastoral candidates for service in the NCP. This will include generating interest and sharing opportunities with potential candidates by interaction with seminaries, the General Assembly staff, and other presbyteries.
2. Identify NCP ministers of the Word and Sacrament for attendance at gatherings, including seminars, conferences and continuing educational events.

AS STATED CLERK – Bob Schminkey

1. Staff the NCP's Trustees (including Budget Committee), the PJC, and the Committee on Representation and Nominations (providing secondary support for the Committee on Leadership, COMC and CPMM).
2. 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).
3. Work with the NCP moderator and other leaders to plan NCP meeting dockets and function as principal parliamentarian. Record meeting minutes.
4. 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, CREs and, as appropriate, other church professionals.
5. Maintain rolls of the presbytery and manage process for pastoral transitions with COMC.
6. Manage updating of *The Manual of New Castle Presbytery* and monitor the NCP's adherence to its policies and provisions.

7. 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.
8. 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.
9. 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.
10. Manage the process for the annual review of session records for churches within the NCP.
11. Provide polity guidance to ministers of the Word and Sacrament, CLPs, and clerks of session within the NCP as needed.

AS EVALUATOR for ORGANIZATIONAL TRANSFORMATION – Bob Schminkey and Sara Holben

The co-interim connectional presbyters will jointly share in the responsibility of evaluating the efficiency of the new NCP structure.

Evaluation: An evaluation and review of the Co-Interim Connectional Presbyters' services shall be conducted by the Committee on Leadership every six months, 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 Co-Interim Connectional Presbyters or terminate their services at any time with a minimum of thirty (30) days' notice.

12/14/2019