

**PRESBYTERY OF CINCINNATI**  
**Job Description: General Presbyter (rev. 8.13.20)**

<b>POSITION</b>	<b>OFFICE MANAGER/ADMINISTRATIVE ASSISTANT</b>
Reports to:	Presbytery Through Its Council
Category:	Exempt Full Time
Name:	
<b>ROLE DESCRIPTION</b>	
<p>The General Presbyter will facilitate the Presbytery with ongoing implementation of its approved strategy, mission, vision and structure, guiding the Presbytery through strategic implementation and management of the organization and staffing. The General Presbyter will ensure that pivotal processes and tasks are completed by Committees and staff in order that the strategic direction, mission, organizing and staffing of the Presbytery is healthy and vital.</p>	
<b>QUALIFICATIONS</b>	
<ul style="list-style-type: none"> <li>• Committed to serving Jesus Christ who is head of the Church, understanding the Church’s mission is in joyful participation in Christ’s ongoing life and work (F-1.0201)</li> <li>• Ordained as Ruling Elder or Teaching Elder in the Presbyterian Church (USA) or in a denomination in full communion with PCUSA and knowledgeable of PCUSA and its organization and governance</li> <li>• Able to work well with laity and clergy in building trust and in meeting the challenges and opportunities of the presbytery</li> <li>• Pastorally sensitive with strong relational skills toward clergy, elders and congregations, serving all with energy, intelligence, imagination and love</li> <li>• Able to demonstrate successful administrative work</li> <li>• Possess strong strategic, organizational, financial and discernment skills</li> <li>• Trained and experienced with conflict management and conflict resolution</li> <li>• Possess excellent verbal and communication skills and has working knowledge of computing and electronic communication technologies</li> <li>• Able to model two-way communication with clarity</li> </ul>	
<b>RESPONSIBILITIES</b>	
<p><b>Presbytery Structure and Work</b></p> <ul style="list-style-type: none"> <li>• Work collaboratively with the councils, boards, committees, commissions and task forces of the Presbytery, and serve as staff resource for work related to these committees</li> <li>• Provide specific staff support for Committee on Ministry, Committee on Preparation for Ministry, Council Budget and Finance Subcommittee, Council Personnel Committee, Board of Trustees, and Council</li> <li>• Lead the Presbytery through its committees toward accomplishment of its strategy, mission and attainment of its vision</li> <li>• Develop a unified and consistent network for communication, cooperation and partnerships between and among congregations/pastors/committees and the Presbytery staff using a variety of technologies</li> <li>• Lead the Presbytery in discernment and interpretation of the spiritual and programmatic needs particular to the greater Cincinnati region</li> <li>• Assist in implementing the structure, mission and vision for the Presbytery, which focuses on the roles of Presbytery as: Resource Center, Relational Catalyst and Regulatory Body</li> <li>• In consultation with the Council and the Trustees, develop a working budget of the Presbytery</li> </ul>	

- Work with the Presbytery, participate and contribute to a review of Presbytery policies and procedures in order to more accurately reflect its current mission, helping the Presbytery identify indicators of risk and ways of reducing inefficiencies
- Assist in planning and resourcing stated and special meetings of the Presbytery
- Serve as a liaison in discussion and partner in ministry with other Presbyteries, the Synod and the General Assembly
- Serve as the representative of the Presbytery of Cincinnati to other ecumenical bodies

**Congregations, Sessions and Pastors**

- Initiate, promote, and support congregations that become intentional with practices that contribute to discipleship, growth, stewardship and outreach
- Facilitate leadership training and development for Pastors, Elders, and Deacons
- Provide spiritual support to and foster community among Pastors and commissioned ruling elders in the Presbytery
- Promote the equipping/training of lay leaders in churches without pastoral leadership
- Promote the vocation of ministry, both ordained and lay
- Become familiar with and support the ministry and mission of the congregations of the Presbytery
- Be available to lead worship in the churches of the Presbytery on a regular basis
- Facilitate partnerships and cooperation between and among the congregations of the Presbytery

**Office of the Presbytery**

- Serve as the head of staff, guiding the staff in effectively accomplishing the work of the Presbytery and creating a positive working relationship between the Presbytery and its staff; manage the Presbytery office and staff in a creative collaborative and compassionate process; perform an annual review of the work of the office staff
- Work in a collaborative and professional manner with the Stated Clerk
- Write the weekly electronic communication for the Presbytery, “The Cincinnati Sampler”
- Serve as a liaison in discussion and partner in ministry with other Presbyteries, the Synod and the General Assembly
- Serve as the representative of the Presbytery of Cincinnati to other ecumenical bodies.
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**Accountability and Relationships**

The General Presbyter is:

- Employed by the Presbytery
- Accountable to the Presbytery through its Council
- To engage in relationship on behalf of the Presbytery with the Synod of the Covenant and the General Assembly
- Responsible for interpreting and facilitating the implementation of the actions of the Presbytery, the Synod of the Covenant, and the General Assembly.
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**Signatures**

X _____, Chair of Personnel	X _____, Executive Presbyter
Date: _____	Date: _____