

## The Presbytery of West Virginia

### Position Description

**Position Title:** Lead Presbyter/Stated Clerk

**Purpose:** The Lead Presbyter is responsible for facilitating the core values of the Presbytery, including community, shared values and purpose, belonging and collegiality, faith and nurturing, and opportunities to share gifts and ministry. Assisted by the staff and the Leadership Team, the Lead Presbyter will execute the mission and vision of the Presbytery.

**Accountability:** The candidate is accountable to the Presbytery through recommendations from the Leadership Team.

**Term of Service:** The position is a five-year term, renewable by the Presbytery upon recommendation from the Leadership Team.

**Responsibilities:**

- Collaborate with staff and Presbytery committees and commissions to implement the newly adopted strategic plan.
- Facilitate communication and understanding within the Presbytery.
- Serve as the administrator of the Presbytery.
- Function as Head of Staff, overseeing staff, developing, supervising, motivating, and coordinating the team to provide necessary ministries.
- Fulfill duties of the Stated Clerk as outlined in the Book of Order.
- Provide resources and support to the Leadership Team, Commission on Outreach, Commission on Operations, Commission on Pastoral Ministry, Committee on Representation, and other committees and commissions.
- Communicate to pastors and sessions, as well as to committees, elected leadership and staff, the validity and value of their ministry, and to express the caring of the Presbytery for its members.
- Interpret the needs of the Presbytery to the Synod and General Assembly, and the needs of the Synod and General Assembly to the Presbytery.
- In collaboration with the Connectional Presbyter, regularly participate in the life and worship of congregations throughout the Presbytery, including mission events, Session meetings, fellowship events, and other activities as invited or needed.

**Compensation:** Defined in terms of call, reviewed annually by the Administration Committee, and recommended to the Stewardship Committee.

**Evaluation:** Representatives of the Commission on Operations and the Leadership Team will conduct an annual performance review. The Lead Presbyterian/Stated Clerk will also meet with the Lead Presbyterian Nominating Committee (LPNC) within six months of arrival (or sooner if needed) to discuss joys and concerns. The LPNC will provide support during the first year of call.

**Termination:** The relationship between the Lead Presbyterian and the Presbytery can be dissolved by majority vote of the Presbytery upon request by the Lead Presbyterian or recommendation from the Leadership Team, with fair and adequate notification given to the Lead Presbyterian.

**Desired Characteristics:**

**General and Personal:**

- Commitment to and relationship with God.
- Ordained elder or minister of the Word and Sacrament of the Presbyterian Church (U.S.A.).
- Approximately fifteen years of experience in the Presbyterian Church (U.S.A.).
- Familiarity with best practices for building vital congregations.
- Knowledge of challenges faced by small congregations, particularly in rural areas.
- Familiarity with or willingness to learn about the geography and culture of Appalachia within the Presbytery of West Virginia.
- Strong working knowledge of Presbyterian polity and the theology which informs this polity.
- Leadership style characterized by service, energy, and creativity.
- Enthusiasm for engaging with church members and building rapport within the Presbytery.
- Ability to organize time effectively and maintain personal discipline to ensure time for family and personal Christian growth.

**Professional and Pastoral Skills:**

- Skills in church development and redevelopment, with awareness of ministry opportunities in small churches.
- Capability to advocate, interpret, and implement best practices from across the Presbyterian Church (U.S.A.).
- Ability to clearly articulate a practical theological vision for the Presbytery

- Pastoral nature, affirming, appreciating, mediating, and reconciling. Ability to have difficult conversations when needed.
- Ability to understand and maintain appropriate boundaries.
- Essential conflict management skills and an understanding of the need for confidentiality.
- Willingness to engage in honest conversations about challenges facing churches with diminishing congregants and resources.
- Skilled administrator capable of motivating and encouraging staff and volunteers.
- Understanding of dynamic factors affecting congregations, including theological, sociological, economic, and psychological elements.
- Relatable to people of diverse viewpoints, ages, genders, and backgrounds.