

Personnel and Presbytery Leadership

***Page reserved for
General Personnel Policies and Procedures***

Job Description
for the General Presbyter of the Presbytery of Arkansas

Principle Functions

The General Presbyter is called to be the head of the Presbytery staff and to fulfill the administrative functions of the office of the Presbytery Executive. He/She will work in a collegial way to ensure that the functions of the Presbytery are carried out in an effective and efficient manner, paying particular attention to building and sustaining trust within the staff and throughout the Presbytery. The General Presbyter will also serve as a liaison between the Presbytery, local congregations, the Synod and General Assembly; between the Presbytery and other denominational judicatories; and between the Presbytery and the wider community. In all cases the General Presbyter will pay special attention as to how best to interpret the Reformed faith and to encourage strong relationships to the glory of God.

Accountability

The General Presbyter will be accountable to the Presbytery through the Personnel subcommittee. The subcommittee will make a recommendation for any change in terms of call.

Evaluation

The Presbytery, through its Personnel subcommittee, will provide an annual evaluation of the General Presbyter. The annual evaluation will include a review of annual goals and the job description.

The evaluation will also include an overall evaluation of the Presbytery, its General Committee, and other entities in such a way as to provide a balanced view of the work of the General Presbyter.

Job Expectations

Growing spiritually, professionally and personally

- 1) Serve as a Spiritual Leader for the Presbytery
 - Have a personal spiritual life through: daily prayer, Bible study and meditation with special emphasis on prayer for the churches and church professionals of the Presbytery.
 - Do justice, love kindness and walk humbly with God.
 - Serve the people with energy, intelligence, imagination and love.
 - Present a message that is biblically based and encourages people to grow in their spiritual life.

- Present a model of servant leadership that demonstrates pastoral sensitivity and prophetic imagination.
- 2) Continue to grow in personal spiritual life and in ministry skills
 - Participate in continuing education events as selected in consultation with the Personnel subcommittee.
 - Participate in a three-month sabbatical for continuing education after six years of the call.

Resourcing

- 1) Serve as Staff Resource to the following:
 - Care and Nurture of Church Professionals
 - Ministry
 - Mission
 - Nominations
 - General Committee
 - Administration
- 2) In consultation with the General Committee, appoint members of Presbytery to serve on all other boards, agencies, and councils on behalf of the Presbytery, except in such cases where it is deemed important not to delegate such responsibility.
- 3) Be available to congregations for interpretation of the Presbytery's mission, offering guidance and presence in times of need, and filling the pulpit and moderating sessions or meetings of congregation as time permits.

Ministering

- 1) In cooperation with the Committee on Ministry, assist pastors and churches in crisis and serve as a mediator as needed by churches and ministers.
- 2) Maintain good working relationships with staff persons to ensure high productivity and a pleasant professional working environment.
- 3) Plan the annual gathering of pastors and educators new to the Presbytery.

Advocating

- 1) Support the work of the Presbytery, the Synod of the Sun and the General Assembly with the constituent churches.
- 2) Understand and articulate the Presbyterian system of polity and Reformed theology.
- 3) Support the work of ecumenical organizations and relate to the heads of other judicatories in the State of Arkansas, through appointed representatives of the Presbytery where possible.
- 4) Represent the Presbytery on ceremonial occasions as schedule allows.

Administering

- 1) Make reference checks on pastors coming into the Presbytery and give references for those leaving.
- 2) Conduct annual evaluations of all administrative staff and assist in annual evaluations of the Stated Clerk.
- 3) Provide leadership and supervision of Presbytery staff and office.
- 4) Hire administrative staff and advise search committee for Stated Clerk.
- 5) Operate Presbytery functions within budgetary guidelines.

Participating

- 1) Assist in establishing a vision for the Presbytery.
- 2) Participate in Presbytery meetings.
- 3) Participate in the Executive Forum of the Synod of the Sun and the Synod-wide Staff Convocation.
- 4) Attend the General Assembly meetings and resource the Commissioners from our Presbytery.
- 5) Assist with the clergy recruiting effort of the Presbytery.
- 6) Advise Presbytery on the development of policies and procedures.
- 7) Recommend the Presbytery office budget and assist the Personnel sub-committee in preparing salaries and terms of call for the Presbytery staff.

Communicating

- 1) Communicate clearly the Presbytery's mission and the theology of the Reformed tradition.
- 2) Give a "State of the Presbytery" address at each February meeting of the Presbytery.

Coordinating

Oversee the coordination of the activities of the Presbytery.

Job Description
Stated Clerk of the Presbytery of Arkansas

(11/23/08, Revisions are in #6 duties, approved by Presbytery on 2/21/09, revised 10/9/09)

The Stated Clerk shall be a Teaching or Ruling Elder and shall be enrolled as a member of Presbytery. The Stated Clerk shall function in accordance with the Book of Order(G-3.0104 and other relevant provisions of the Book of Order).

- 1) Duties related to Stated Clerk's training/continuing education:
 - Attend denominational annual polity conference.
 - Attend General Assembly meeting at least once during Stated Clerk's three-year term.
 - Maintain membership in the Stated Clerks' Association.
- 2) Duties related to training of others:
 - Train Permanent Judicial Commission as needed.
 - Train administrative commissions assigned to churches as needed.
 - Facilitate the training of new General Assembly (GA) commissioners with General Presbyter and possibly former GA commissioners.
 - Work with the current GA commissioners as the polity task force to advise Presbytery on votes on the proposed constitutional amendments.
 - In cooperation with the Christian Education and Nurture (CE&N) Committee, arrange annual training of clerks of session.
 - Train the cluster records review teams prior to the June Presbytery meeting each year.
- 3) Duties related to legal signatory:
 - Serve as one of the elected signers of legal documents for the Presbytery, along with the Moderator of Presbytery and the General Presbyter.
 - Certify personal information forms from church professionals with Church Leadership Connection.
- 4) Duties related to staffing:
 - Serve as staff resource to Permanent Judicial Commission.
 - In consultation with the Moderator of Presbytery and the Moderator of the Committee on Ministry (COM), appoint and train an Investigating Committee when an accusation has been filed.
 - In consultation with the Moderator of COM and the General Presbyter, define the scope of duties, the goals and name the members of an Administrative Commission to address issues in churches.
 - Communicate with the moderator of the Committee on Ministry (COM) prior to each stated COM meeting, participate in the annual COM training retreat and may attend COM meetings, if necessary. Serve as a member of the Presbytery Crisis Response Team.

- 5) Duties related to polity:
 - Make polity rulings and do polity interpretations for churches, leaders, committees, boards and councils of the Presbytery, in dialogue with the PC(USA) Stated Clerk and the Office of the General Assembly, when necessary.
- 6) Duties related to communications:
 - Receive requests and communications from governing bodies, churches and individuals and as appropriate, refer them to committees of Presbytery or the Presbytery as a whole.
 - Possess and use appropriate technological skills.
 - Maintain, publicize and adhere to set “office hours” during which the Presbytery may contact the Stated Clerk
 - Regularly participate in presbytery staff meetings and at least monthly update the General Presbyter and Assistant Stated Clerk on work completed and works pending related to the job description.
- 7) Duties related to Presbytery meetings:
 - Act as parliamentarian for all meetings of the Presbytery, assisting the Moderator in the orderly conduct of the business of the council. –
 - Work with the Moderator of Presbytery to perform the duties of the “presbytery meeting task force” for any special called meeting of presbytery.
 - Coordinate with the Assistant Stated Clerk the responsibilities for staff resource for the presbytery meeting task force.
 - Work with Moderator of Presbytery and Assistant Stated Clerk in preparing the Presbytery meeting packet and proposed docket.
- 8) Duties related to General Assembly:
 - Sign, as needed, any reports required of the Presbytery by the General Assembly that the Assistant Stated Clerk may prepare.
 - Receive and report, as appropriate, all correspondence from the PC(USA) Stated Clerk and the Office of the General Assembly.
- 9) Duties related to record keeping:
 - Maintain on premise and provide to the Presbytery office files of all official actions by Presbytery, commissions and the Stated Clerk.
- 10) Supervise work of the Assistant Stated Clerk.
 - With the General Presbyter and the Personnel sub-committee, participate in the annual evaluation of the Assistant Stated Clerk.
- 11) Perform other duties as needed for Presbytery to abide by the Book of Order, Standing Rules and Manual of Operations.
- 12) Accountability and evaluation of the Stated Clerk shall be in accordance with the Presbytery’s Standing Rules. The Stated Clerk shall report to the General Presbyter and Personnel Subcommittee.

Job Description
Assistant Stated Clerk of the Presbytery of Arkansas

(9/11/07)

The Assistant Stated Clerk shall be Teaching or Ruling Elder and shall be enrolled as a member of Presbytery.

1) Duties related to meetings:

Presbytery meetings:

- Solicit, receive and report invitations to host Presbytery meetings, then respond with pertinent information to host to help them prepare for the meeting.
- Receive and act upon requests for time on Presbytery's docket and prepare docket in coordination with the Stated Clerk, Moderator of Presbytery, General Presbyter and Presbytery Meeting Planning Task Force, as needed.
- Receive display requests from "regular displayers" at Presbytery meetings and report to host group at walk-through. Refer extraordinary requests to General Committee in accordance with polity.
- Receive, report and record requests for excused absences.
- Meet with and instruct Leave of Absence committee and Tellers.

Presbytery-related meetings:

- Attend as a member the meetings of the Presbytery Meeting Planning Task Force for each of the Presbytery meetings each year.
- Plan "packet inspection" meeting at Presbytery office before each Presbytery meeting.
- Organize and lead on-site walk-through meetings with the Moderator of Presbytery and host representatives before each of the Presbytery meetings.

2) General Committee meetings:

- Attend General Committee meetings. Record and distribute the minutes of each meeting of the Committee.

3) Duties related to communications:

- Communicate the outcome of Presbytery's actions to churches, commissions, individuals who requested actions.
- Communicate to unexcused absent sessions and church professionals Presbytery's concern for their absence.

4) Duties related to General Assembly:

- Prepare all reports required of the Presbytery by the General Assembly in a timely manner.
- 5) Duties related to record keeping:
- Edit and file a full and accurate record of the minutes of the Presbytery, coordinating reading and revising of the minutes with the Presbytery Moderator, General Committee Moderator and Stated Clerk within three weeks after each meeting.
 - Present each year properly attested copies of the Presbytery minutes to the Synod for its review (with table of contents, index, appendix in accordance with Synod's requirements) and shall preserve said copies as the official records of the Presbytery.
 - Make and keep accurate rolls of the Ministers, Certified Christian Educators and Candidates under care of the Presbytery.
 - Maintain files in the Presbytery office of all official actions by Presbytery, commissions and the Stated Clerk.
- 6) Duties related to training/continuing education:
- Attend Synod annual meeting of Stated Clerks to read Presbytery's minutes.
- 7) Accountability and evaluation of the Assistant Stated Clerk shall be in accordance with the Presbytery's Standing Rules and Manual of Operations. The Stated Clerk oversees the Assistant Stated Clerk. 8 The Stated Clerk, General Presbyter and Personnel Subcommittee shall make the annual evaluation of the Assistant Stated Clerk.

Job Description
Vice-Moderator, Moderator,
and Moderator of General Committee of the Presbytery

A Teaching or Ruling Elder shall serve a three-year tour as leader of the presbytery in the following sequence:

- Year 1 Vice- Moderator
- Year 2 Moderator of Presbytery
- Year 3 Moderator of General Committee

The individual elected shall be a Teaching or Ruling Elder and shall be enrolled as a member of the presbytery.

Vice-Moderator of Presbytery

The Vice-Moderator shall:

- 1) Attend national denomination's training of moderators in the fall prior to becoming Moderator.
- 2) Attend General Committee meetings as ex-officio (non-voting) member.
- 3) Attend and moderate portions of presbytery meetings at the discretion of the Moderator.

Moderator of Presbytery

The Moderator shall:

- 1) Serve from installation at the first presbytery meeting of the year until her/his successor is installed at the first meeting of the following year.
- 2) Moderate all stated and special meetings of presbytery with the advice of the Stated Clerk who serves as the parliamentarian.
- 3) Appoint standing committees (leaves of absence and tellers) in advance of each presbytery meeting and help proofread draft minutes of the meeting before they are posted on the website.
- 4) Serve as vice-moderator of General Committee and attend as an ex-officio member (non-voting) all meetings of General Committee.
- 5) Serve as a member of all teams that plan the presbytery meetings.
- 6) Participate in the walk-through onsite visit to the host church or university with the Assistant Stated Clerk a month before the presbytery meeting.
- 7) Work with the Assistant Stated Clerk on preparing the docket and attend the packet inspection meeting at the presbytery office about a month before the presbytery meeting.
- 8) Serve as one of two (with the Stated Clerk) elected signers of legal documents for the presbytery.
- 9) In consultation with the Stated Clerk and Moderator of the Committee on Ministry, appoint an Investigating Committee when an accusation has been filed

and in consultation with the Stated Clerk and General Presbyter, name members of Administrative Commissions to deal with issues in churches.

- 10) Moderate all Administrative Commissions to ordain and/or install pastors in congregations in the presbytery or designate a replacement from the list of former Presbytery moderators.
- 11) Participate in the orientation for new ministers, educators and CLPs.
- 12) Occasionally represent the presbytery at congregational celebrations, such as groundbreaking, mortgage-burning or anniversaries as time permits
- 13) In keeping with **Book of Order G-11.0101c** "Each elder elected moderator (of presbytery) shall be enrolled as member of the presbytery for the term of office, whether or not commissioned by his or her session" giving the moderator vote.

Moderator of General Committee

The Moderator of General Committee shall:

- 1) Plan and moderate all meetings of the General Committee
- 2) Prepare a written report to the presbytery and to the moderators of presbytery committees after each General Committee meeting and give oral report at the presbytery meeting.
- 3) Serve as a member of all teams that plan the presbytery meetings.
- 4) Plan and attend the January training meeting for committee moderators.
- 5) Serve ex-officio and without vote on Committee on Nominations

Job Description
Treasurer/Assistant Treasurer(s)

(Approved Nov 22, 2011, and revised Feb 18, 2012)

Purpose

To provide an accurate accounting of monies received and dispensed on behalf of the Presbytery of Arkansas in accordance with accepted general accounting practices and practices applicable to church organizations.

Accountability

The Treasurer will be responsible to the Presbytery through the General Presbyter and shall report through the Committee on Administration. The Treasurer will give oversight of the management of the Presbytery's finances.

General

- 1) The Treasurer and/or the Assistant Treasurer(s) shall be elected to serve two-year terms.
- 2) The Treasurer and the Assistant Treasurer(s) will review financial records and reports provided by the Director of Mission Support, Texas Presbyterian Foundation and auditors to ensure that the accounting procedures are being followed and to measure the integrity of the process.
- 3) The Treasurer and the Assistant Treasurer(s) shall report on the financial status of the Presbytery at General Committee's regular meetings, Presbytery meetings, and, if necessary, any special meetings held by the Presbytery.

Evaluation

The Committee on Administration will conduct annual performance reviews, with input from the General Presbyter.

Compensation

The Treasurer will serve as a volunteer in accordance with the Standing Rules of the Presbytery.

All appropriate expenses will be reimbursed.

