Position Description
Transitional General Presbyter
Salem Presbytery

The Transitional General Presbyter (“TGP”) of Salem Presbytery (the “Presbytery”) will:

ESSENTIAL FUNCTIONS

1. **Help the Presbytery discern** what the Lord is doing in our Presbytery and how we can participate with the Lord in this work.

2. **Promote connectionalism and mutual care** within the Presbytery.
   a. Be regularly present and active among the Presbytery’s congregations, fostering hope and connection within the Presbytery.
   b. Direct the work of staff and volunteers in the hosting of Presbytery meetings.
   c. Seek healing and wholeness within a theologically, culturally, and racially diverse Presbytery.
   d. Engage in conflict management and promote conflict resolution.
   e. Provide and foster pastoral support of congregations and/or clergy in times of crisis and celebration.

3. **Identify, develop, and equip leaders and volunteer resources** within the Presbytery.

4. **Provide leadership, continuity, and direction** for the Presbytery during the period of transition between general presbyters and prepare the Presbytery for a new general presbyter.
   a. Candidly and objectively evaluate the function, structure, and operation of this particular Presbytery and its mission.
   b. Provide supervision and support for the Presbytery staff and the Stated Clerk.
   c. Partner with Presbytery Council in developing, interpreting, and implementing the Presbytery’s goals and vision.
   d. Oversee the financial practices of the Presbytery and challenge the Presbytery to practice faithful stewardship.
   e. Assist congregations and new worshipping communities in securing leadership, grants, etc.
   f. Direct systems which will ensure compliance with Presbytery and Book or Order policies (ex. Sexual Misconduct prevention, Financial policies, Property permissions, etc.)
   g. Evaluate staffing needs, supervise, and work with the Presbytery staff to implement Presbytery policies, decisions, and mission.
   h. Provide staff support to the Committee on Ministry and resource other committees as appropriate—particularly, the Nominating Committee, the Personnel Committee, the Presbytery Council, the Implementation Team, and Budget and Finance. Assign staff support as deemed appropriate for all other Presbytery Committees or entities.

5. **Perform other duties and responsibilities as directed** by Presbytery, including representing the Presbytery in interactions with the press, the State of North Carolina, and any other agency interacting with Salem Presbytery.
POINTS OF URGENCY

1. Oversee a Presbytery-wide process by which the Presbytery will revisit its new vision for mission, witness, and ministry (“Dream Team” model) in light of its current fiscal status. This process will lead to a report presented to the Presbytery for review and discussion within one year of the Transitional General Presbyter’s start date.

2. Analyze the financial position of the Presbytery and report at each monthly meeting of the Presbytery Council the income, expense, liabilities and assets as well as projections of income and expenses related to various mission direction alternatives as they are developed. Identify any potential threats to the financial position of the Presbytery, including the impact of Covid-19. With Council, develop a plan to address shortfall in per capita giving to Synod and GA. Recommend policy changes or creation to the Presbytery Council.

RELATIONSHIPS AND ACCOUNTABILITY

1. The TGP will be accountable to the Presbytery through the Personnel Committee, which is accountable to Council.

2. The TGP will be a member, without vote, of the Presbytery Executive Council and a corresponding member of the Synod of the Mid-Atlantic.

3. The TGP will represent the Presbytery to the Synod, General Assembly, and other ecclesiastical bodies as directed by the Presbytery.

4. The TGP is expected to become a member of Salem Presbytery.

5. The TGP will meet regularly with an Interim General Presbyter Pastoral Relations Committee which will provide support and feedback.

CORE COMPETENCIES

Encouragement and Influence: Encourages others to cooperate, participate, provide resources or make decisions, in service to the work at hand; uses verbal and nonverbal skills to communicate respect for others, and to generate energy passion and commitment to an idea; creates an environment that others want to participate in.

Integrity and Trust: Is seen as trustworthy by others; practices direct, honest and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.

Interpersonal Skills: Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the presbytery; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.

Listening: Engages in thoughtful and attentive listening; listens beneath the surface for real intent that may contradict the spoken message; overcomes personal bias to genuinely hear the ideas and concerns of another; can describe the perspective of another, even when he/she disagrees.
Self-Differentiation: Demonstrates strong and appropriate personal boundaries in relationships; has a healthy appreciation of self, without being egotistical; is emotionally mature; can maintain a non-anxious presence in the midst of turmoil; not overly dependent upon outside affirmation; works to build a strong personal support system.


Organizational Knowledge: Knowledgeable about how presbytery communication, decision making and leadership works; knows how to get things done through formal and informal decision-making channels; can maneuver through charged political situations effectively and quietly; anticipates organizational barriers are and plans his/her approach accordingly.

Supervising Work: Is good at establishing clear expectations and setting clear direction; sets stretching objectives; distributes the workload appropriately; provides regular and ongoing feedback about performance; proactively deals with substandard performance; engages disciplinary processes in a timely manner.

Change Management: Quietly courageous in the face of anxiety about change; seeks organizational innovation with a purpose; leads others in innovative activity; creates a prudent risk-taking environment; embraces life-long learning for oneself and for others; accepts the mistakes of others and turns them into learning opportunities; identifies alternatives to status quo and advocates system changes when barriers to change are identified.

People/Volunteer Management: Provides direction, gains commitment, facilitates change and achieves results through the efficient, creative and responsible deployment of volunteers; engages people in their areas of giftedness and passion.

Vision and Purpose Management: Leads toward the establishment of a clear, achievable and compelling vision and core purpose; articulates possibilities; is optimistic; creates mileposts and symbols to rally support behind the vision; makes the vision sharable by everyone.

EFFECTIVE SALARY: $90,000