



Ministry General Information

Ministry Name Salem Presbytery	Presbytery Salem	Synod Mid-Atlantic
Email cratledge@salempresbytery.org	Preferred Phone 336-766-3393	Website Address www.salempresbytery.org
Mailing Address PO Box 1763, Clemmons, NC 27012	Alternate Phone/Email	Community Type
Congregation or Organization Size	Curriculum	Average Worship Attendance
Church School Attendance	Statistical Report	
Intercultural Composition		Released Date 6/25/2026

Information about the Position

Position Requirements

Position Type(s) General Presbyter/Executive Presbyter/Presbytery Leader	Language Requirements English
Experience Required 5 to 10 Years	Statement of Faith required? Yes
Specify Title, PT Work Hours or Salary Range (if applicable) Presbyter for Administration/Stated Clerk	Are you open to a clergy couple? No
Employment Status Full-time	

Ministry Requirements

Church Mission/Vision Statement

Mission: Salem Presbytery connects, supports, and strengthens local congregations and worshipping communities to carry out Christ's transformative work of love and justice in the church and in the world.

Vision: By the grace of God and the working of the Holy Spirit, Salem Presbytery is a catalyst for transformational ministry, vital mission, and dynamic leadership in local congregations and worshipping communities.

Tasks, expectations, salary range, duties, supervision, assignments, and responsibilities for the position.

Presbyter for Administration/Stated Clerk is a position elected by the presbytery to lead Salem in fulfilling its vision to be a catalyst for transformational ministry, vital mission, and dynamic leadership in local congregations and worshipping communities. This position combines the duties and responsibilities of the Stated Clerk as set forth in the Presbyterian Church (U.S.A)'s Book of Order with more general administrative responsibilities of the presbytery. Collaborating with the Executive Council and presbytery staff, their leadership will sustain the presbytery's existing ministry and mission.

Compensation & Housing

Minimum Effective Salary	Housing Type
95000	Housing Allowance

MDP - Narratives

How would you describe the congregation's/organization's specific vision for ministry? How will this vision impact the community? Is the congregation part of a ministry vision or program?

Salem Presbytery seeks to be a catalyst for transformational ministry, vital mission, and dynamic leadership among our congregations and worshipping communities. In a season of significant transition, we have embraced an intentional vision for collaborative leadership that supports both the spiritual and organizational health of the presbytery.

Our vision recognizes that faithful administration and transformational ministry are deeply connected. Healthy governance, transparent communication, sound financial stewardship, and strong organizational systems create the stability necessary for congregations and leaders to flourish in ministry. We seek to support churches not simply through institutional maintenance, but through thoughtful leadership that strengthens trust, accountability, and shared mission across the presbytery.

Salem Presbytery includes congregations representing diverse theological perspectives, ministry contexts, and community needs. We believe that respectful collaboration across differences strengthens our witness and equips us to serve Christ more faithfully together.

Through this collaborative staffing model, Salem hopes to foster stronger relationships among congregations, more effective leadership structures, and renewed energy for ministry throughout the presbytery. Our goal is to help create an environment where congregations and leaders are supported, connected, and equipped for faithful ministry in a changing world.

What is the nature and context of the community in which your congregation lives out its mission/vision? How will you address the emerging needs that are impacting your community?

Salem Presbytery serves congregations across a diverse region that includes urban, suburban, small-town, and rural communities throughout North Carolina. Our churches vary widely in size, culture, resources, and ministry context, yet all seek to serve faithfully in communities experiencing rapid social, economic, and cultural change.

While the statistical data provides a snapshot, only 37% of our congregations have installed leadership and 63% of our congregations have 10-15 regularly attending worshippers.

What is the nature and context of the community in which your congregation lives out its mission/vision? How will you address the emerging needs that are impacting your community?

Many congregations are navigating challenges common throughout the church today, including leadership transitions, financial pressures, declining participation, changing community demographics, and increasing complexity in congregational life. At the same time, Salem is fortunate to have committed pastors, ruling elders, and congregations eager to serve Christ creatively and faithfully.

We believe strong administrative leadership is essential in helping congregations and the presbytery navigate these realities with clarity, integrity, and hope. Salem seeks to respond to emerging needs by strengthening governance, improving communication, supporting healthy decision-making processes, and providing consistent resources for congregations and leaders.

As a presbytery, we are committed to collaborative leadership, accountability, transparency, and respectful engagement across theological diversity. We seek leaders who can help maintain organizational health while also encouraging trust, stability, and faithful innovation throughout the life of the presbytery.

How will this call help complement the responsibilities of other staff/volunteer positions, and the life of the congregation/organization, so that you may accomplish your short and long-term goals for ministry?

Salem Presbytery recently adopted a collaborative two-presbyter staffing model designed to strengthen both transformational ministry and organizational leadership. The Presbyter for Administration/Stated Clerk will work closely with the Presbyter for Transformation and Leadership Development in a shared leadership relationship built on communication, partnership, and mutual accountability.

This position will focus primarily on governance, polity, financial administration, personnel oversight, organizational systems, and constitutional responsibilities related to the work of the Stated Clerk. These responsibilities complement the outward-facing and leadership development work of the Presbyter for Transformation and Leadership Development.

The person called will collaborate with Executive Council, committees, commissions, congregational leaders, and presbytery staff to strengthen organizational effectiveness and support healthy processes throughout Salem Presbytery. This role will help ensure continuity, accountability, and administrative excellence while also supporting the broader vision for transformational ministry.

Our hope is that this staffing model will allow Salem to move beyond reactive processes and management toward healthier, more sustainable, proactive processes marked by stronger collaboration, clearer leadership structures, and renewed confidence in the shared ministry of the presbytery.

Provide a description of the skills, gifts and training the person you hope will become a part of your ministry must have, to lead the congregation towards the vision and mission established.

The person called as Presbyter for Administration/Stated Clerk should be spiritually grounded, emotionally mature, highly organized, and deeply committed to the ministry of the church. We seek a leader who values collaboration, demonstrates integrity, and possesses the wisdom and steadiness necessary to guide the organizational life of the presbytery.

The successful candidate will have strong knowledge of Presbyterian Church (U.S.A.) polity, governance, and constitutional processes, along with experience in administration, financial oversight, and organizational leadership. Attention to detail, sound

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judgment, discretion, and the ability to manage multiple responsibilities effectively are essential.

We seek someone with excellent interpersonal and communication skills who can work respectfully across theological differences and build strong relationships with pastors, ruling elders, committees, and congregations. The ability to navigate conflict thoughtfully, communicate clearly, and foster trust within the presbytery is critically important.

The ideal candidate will value transparency, accountability, and collaborative leadership while remaining adaptable and hopeful in times of change. We seek a leader who understands that faithful administration is itself a form of ministry that strengthens the church's ability to carry out its mission.

What areas of ministry do you expect the person called to be responsible for? Share specific tasks, assignments, and programs.

The Presbyter for Administration/Stated Clerk will oversee the organizational, constitutional, financial, and administrative life of Salem Presbytery while supporting the presbytery's broader mission and ministry.

Primary responsibilities include fulfilling the constitutional duties of the Stated Clerk as outlined in the Book of Order; supporting Executive Council, committees, and commissions; preparing and maintaining official records and minutes; advising congregations and leaders on polity matters; and helping facilitate healthy governance processes throughout the presbytery.

The person called will oversee financial administration, real property matters, personnel supervision, and organizational systems necessary for the effective functioning of Salem Presbytery. This includes collaboration with presbytery staff, supporting annual reporting processes, coordinating presbytery meetings, and helping ensure clear communication and accountability

Optional Links

Presbytery Website - Come and meet us! - <https://www.salempresbytery.org/>

References

Reference #1

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