

Approved 6/25/13

THE PRESBYTERY OF LONG ISLAND POSITION DESCRIPTION

I. TITLE

General Presbyter/Stated Clerk
[hereinafter GP/SC]

II. PURPOSE

The General Presbyter [hereinafter GP] will provide leadership for the Presbytery of Long Island in a time of growth and transformation. In this role the GP will represent the Presbytery, provide for pastoral care, provide guidance in the development and implementation of the Presbytery's Mission Design for Transformation, and supervise the staff.

The Stated Clerk [hereinafter SC] will aid the process of the Presbytery, fulfilling the responsibilities of the office found in the *Book of Order*, acting in an advisory capacity, and expediting the ecclesiastical work of the Presbytery.

III. ACCOUNTABILITY

The GP is accountable to the Presbytery. The SC is accountable to the Presbytery through the Personnel Committee.

IV. RESPONSIBILITIES

A. General Presbyter:

1. Implement and Account for the Mission of the Presbytery:

- a. Foster growth of the ministry of the Presbytery of Long Island.
- b. Articulate clearly the Presbytery's mission while seeking effective and creative forms of communication.
- c. Model effective collegial leadership by energizing Presbytery staff, units of the Presbytery, and meetings.
- d. Be the chief administrative officer of the Presbytery, accountable for the implementation of Presbytery decisions in matters of policy, planning, strategy, program, personnel, and resources.
- e. See that staff services are available to units of the Presbytery, and serve as a member *ex officio* (without vote) on units of the Presbytery and on agencies related to the Presbytery.
- f. Serve as staff resource and advisor to the Committee on Ministry, and be available to teaching elders and sessions on matters pertaining to the Committee on Ministry.

- g. Provide for the administration and review of all employees of the Presbytery in cooperation with the Personnel Committee.
 - h. Supervise the work of Synod and General Assembly staff when assigned to serve in the Presbytery.
 - i. Oversee all use and development of funds and property in the implementation of the Presbytery's mission. Ensure the financial and programmatic success of the Presbytery by facilitating effective stewardship of all Presbytery resources.
 - j. Provide for the implementation of the church-wide plan for equal employment opportunity and the Presbytery's affirmative action program.
 - k. Report to the Presbytery at least annually, to the Shepherding Council, and to the broader faith and secular community as needed.
- 2. Interpret and Facilitate the Mission of the Presbytery, the Synod of the Northeast, and the General Assembly:**
- a. Recommend to the units of the Presbytery programs, strategies, and policies consistent with the Presbytery's vision statement and the Mission Design for Transformation.
 - b. Interpret the interests of the Presbytery to the Synod and to the General Assembly, and the interests of the Synod and of the General Assembly to the Presbytery.
 - c. Interpret the decisions and programs of the Presbytery, the Synod, and the General Assembly to the sessions and congregations.
 - d. Interpret the decisions and policies of the Presbytery, the Synod, and the General Assembly to the general public.
- 3. Represent the Mission of the Presbytery:**
- a. Represent the Presbytery in ecumenical relations and in secular agencies when appropriate.
 - b. Represent the Presbytery's interest in cooperative work with other presbyteries in the larger New York/New Jersey/Connecticut metropolitan area.
 - c. Represent the Presbytery's connection and concern through participation in celebrations and commemorations in the life of the body.
- 4. Care for the People in the Mission of the Presbytery**
- a. Actively listen to and pray for the congregations, teaching elders, and leaders of the Presbytery. Be available to provide pastoral care when invited.
 - b. Nurture a passion for Christian ministry.

- c. Encourage an appreciation of the connectional system in the Presbyterian Church (USA).
- d. Preach when requested, if available.
- e. Encourage persons within the Presbytery wherein the mission of the Presbytery warrants support.
- f. Be supportive of and sensitive to racial ethnic and multi-cultural church dynamics and development.

B. Stated Clerk:

1. Act in Accordance with the *Book of Order* Requirements:

- a. Work with the Assistant Stated Clerk to record transactions of the governing body, preserve its records, and grant extracts from the records when properly required.
- b. Provide for the recording and approval of the Presbytery minutes and their subsequent submission to the Synod for its annual review.
- c. Work with the Assistant Stated Clerk to deposit the permanent record books of the Presbytery with the General Assembly's Department of History at the direction of the Presbytery on recommendation of the Stated Clerk.
- d. Receive correspondence, overtures, memorials, letters, documents, and miscellaneous papers addressed to the Presbytery, reporting same as appropriate along with recommendations for disposition and referral.
- e. Be a member ex officio (without vote) of the Shepherding Council and the Advance Planning Team, and record and distribute the minutes of the Shepherding Council.
- f. Receive all resignations from service on units of the Presbytery, declaring the positions vacant and reporting this to the Committee on Nominations or the Shepherding Council's Nominating Team.

2. Correspond officially on behalf of the Presbytery:

- a. Provide notice of the time, date, and place of all Presbytery meetings.
- b. Post on the Presbytery of Long Island website a digest of the Presbytery's actions for all ministers and clerks of session.

3. Advise on Constitutional and Parliamentary Matters:

- a. Be parliamentarian in all meetings of the Presbytery and the Shepherding Council.

- b. Advise the Moderator and units of Presbytery on the Constitution of the Presbyterian Church (USA) and the Bylaws of the Presbytery of Long Island as requested.
 - c. Assist teaching elders, ruling elders, sessions, and units of the Presbytery in Constitutional matters at their request.
 - d. Interpret previous actions of the Presbytery to the Presbytery upon request.
 - e. Ascertain each January the teaching elder/ruling elder imbalance, reporting same to the Presbytery, and recommending redress of the imbalance to the Presbytery.
 - f. Staff and resource administrative commissions of the Presbytery.
 - g. Staff and resource the Permanent Judicial Commission of the Presbytery.
- 4. Expedite the Ecclesiastical Business of the Presbytery:**
- a. Prepare a tentative docket for the Shepherding Council.
 - b. Provide for the orientation of commissioners to General Assembly and Synod.
 - c. Serve as an advisor/consultant and member ex officio (without vote) of the Committee on Ministry, and, in consultation with the chair of the Committee on Ministry, prepare reports to the Presbytery, and maintain the Committee on Ministry notebook.
 - d. Serve as an advisor/consultant and member ex officio (without vote) of the Committee on Preparation for Ministry, assist the Committee in maintaining its timelines and records, prepare notebooks for inquirers and members, and write and distribute the Committee's reports.
 - e. Serve as an advisor/consultant and member ex officio (without vote) of the Task Force on Records, and Review. Appoint members to the Task Force as needed.
 - f. Serve as an advisor/consultant and member ex officio (without vote) of the Task Force on Bylaws, Bills, and Overtures. Appoint members to the Task Force as needed, and present the names to the Shepherding Council for approval.
 - g. Fulfill the duties described in the Rules of Discipline in proceedings of judicial process and in the proceedings of administrative review.
 - h. Act as resource for Clerks of Session and provide training for them.

V. RELATIONSHIPS

1. The GP is an officer of the Presbytery as defined in the Bylaws of the Presbytery of Long Island. The GP serves the Presbytery as the Head of Staff.

2. The SC is an officer of the Presbytery as defined in the Constitution of the Presbyterian Church (USA) and the Bylaws of the Presbytery of Long Island.
3. The GP is the chief administrator of the Presbytery and shall function in this capacity in exercising his/her duties and responsibilities in relating to the Synod of the Northeast, the General Assembly and its agencies, and the ecumenical bodies related to the Presbytery.
4. The GP is a member of the Executive Collegium of the Synod and the Synod-wide staff meeting.
5. The GP may serve on Synod and church-wide committees or task forces as invited, and in consultation with the Personnel Committee of the Shepherding Council.
6. The GP, when accepting an invitation to perform specific responsibilities on behalf of the Synod of the Northeast, is considered adjunct Synod staff and is supervised by the Synod Executive in the fulfillment of those Synod responsibilities.

VI. TERMS

1. The GP is elected by the Presbytery for an indefinite term. The position is classified as exempt.
2. The SC is elected by the Presbytery for a term of five years and assumes office on the first day of July of that year. The SC is eligible for re-election.
3. The GP's work performance shall be reviewed and evaluated annually, with a comprehensive review every five years. The review shall be conducted by the Shepherding Council through its Personnel Committee which will also consult with the Personnel Committee of the Synod.
4. The SC's work performance shall be reviewed and evaluated annually, with a comprehensive review every five years. The review shall be conducted by the Shepherding Council through its Personnel Committee.
5. The Personnel Committee of the Shepherding Council shall recommend proposals for salary, benefits, and expenses annually to the Shepherding Council.
6. The relationship between the General Presbyter and the Presbytery may be dissolved by majority vote of the Presbytery on the request of the GP, or on the recommendation of the Personnel Committee.
7. In all matters regarding this position, the Personnel Committee shall be guided by the Presbytery's Personnel Policy.