

Employment Opportunity – Atlanta

Position Title: Executive Presbyter, Presbytery of Greater Atlanta

The Presbytery:

The mission of the Presbytery of Greater Atlanta is to witness to the transforming power of the gospel of Jesus Christ and to connect and empower congregations in their local and global ministries.

The Presbytery of Greater Atlanta includes more than 100 congregations and more than 20 immigrant fellowships and more than 45,000 members spanning 20 counties including rural, urban, and suburban areas of Georgia. The Presbytery of Greater Atlanta is a supportive network of churches and fellowships with the mission of helping each church or fellowship to be the best it can be—to connect, equip, and empower congregations to carry out their missions—especially those objectives particular churches and fellowships cannot accomplish alone. The Presbytery of Greater Atlanta is located in Atlanta, Georgia, and is one of 16 presbyteries in the Synod of South Atlantic.

The presbytery has adopted the following priorities for its corporate life over the next several years: communication, relationships, leadership training, evangelism and social witness.

There are five (5) ministry teams through which the presbytery provides encouragement, guidance, and resources to churches in the areas of leadership development, church officer training, worship, nurture, witness, service, stewardship, equitable compensation, personnel policies and fair employment practices. The five ministry teams are as follows: Camp and Conference, Christian Education, Congregational, Operations, and Outreach.

For the implementation of its principles, priorities, ministries and programs, the Presbytery of Greater Atlanta has a Coordinating Council with the responsibilities delineated by the Manual. The Executive Presbyter is an advisory member to the Coordinating Council.

The Position Description

Title – Executive Presbyter

Purpose – The Executive Presbyter serves as the primary executive and head of staff seeking to promote the total ministry of the presbytery. The Executive Presbyter is to provide direction for communication and implementation of programs and decisions of the Presbytery.

Accountability and Relationships – The position is responsible to the Presbytery through its Coordinating Council for the administration of the Presbytery’s programs and mission.

Primary Tasks:

** Promotes the total ministry of the Presbytery

** Leads the Presbytery in defining and pursuing its vision for ministry and mission in light of today’s changing church context

** Interprets the policies, programs and decisions of the Presbytery as described in the Manual of Presbytery

** Provides primary staff support to the Committee on Ministry and to the Operations Ministry Team, including the Personnel Committee, the Nominating Committee and serves as an advisory member of the Coordinating Council and all committees and task groups of Presbytery unless specified otherwise in the Manual of Operations.

** Interprets the policies, programs and decisions of the Synod and the General Assembly in the Presbytery and the general public as described in the Manual of Presbytery

** Coordinates the funds development strategy of the Presbytery

** Attends meetings of the Committee on Ministry and coordinates staff services to the Committee's processes

** Coordinates pastoral care strategy and services for active and retired clergy members of the Presbytery who reside within the bounds of the Presbytery and for their families

** Provides leadership in ensuring the full participation in the life of the church by persons of all racial ethnic groups, different ages, both sexes, various disabilities, diverse geographical areas, different theological positions and different marital conditions

** Serves as head of staff in accordance with the Personnel Manual of the Presbytery

** Strengthens cooperation and relationships between the Presbytery and the church-related institutions within its bounds

** Prepares an annual report to Presbytery through the Coordinating Council

Evaluation – An annual review will be conducted by the Personnel Committee. A major review will be conducted every five years. The basis for the review will be the mutually agreed upon work plan to perform the primary tasks outlined in the position description.

Terms – The Executive Presbyter shall be called by the Presbytery for an indefinite term. The terms of call and the description of the duties and responsibilities of the Executive Presbyter shall be reviewed annually by the Personnel Committee. The Presbytery approved the position description and accompanying financial package (\$105K - \$110K, *Salary and Housing*) for the Executive Presbyter. The Coordinating Committee, through the Executive Presbyter Search Committee, shall nominate to the Presbytery its recommendation for Executive Presbyter.

The Person Description:

General Qualifications

** An ordained elder or Minister of the Word and Sacrament

** Shall have appropriate education for the task

** Diverse experience and knowledge in the Presbyterian Church (U.S.A.) at the congregational, presbytery, synod and General Assembly levels

** An understanding of and commitment to the theology, polity, ministry, and mission of the Presbyterian Church (U.S.A.)

** A functional knowledge of the Book of Order

** An understanding of the unique character of the context within which the presbytery

carries out its mission and ministries; ability to recognize, value and embrace the particular gifts of each church and fellowship in the presbytery

** Demonstrated skills in administration and leadership

** A person of proven commitment to Reformed doctrine, Presbyterian polity, and the cultivation of ecumenical relationships

Personal Characteristics:

** A person with a strong faith in God who devotes his/her life to following Jesus Christ through the power of the Holy Spirit

** A creative innovator capable of discerning God's vision and translate it for the presbytery

** Ability to discern God's vision and translate it for the presbytery and its congregations and fellowships

** A collaborative and collegial spirit that empowers and motivates one to enjoy working with congregations, staff, clergy and laity

** Ability and commitment to work with persons of diverse cultures and points of view, and have a prayerful approach to issues of diversity and the Great Commandment

** Ability to hold firm convictions while honoring convictions of others

** To have a mission focus coupled with an commitment to the Great Commission

Professional Skills:

** Ability to respond to the needs of church leaders – elders and clergy

** Ability to listen well with deep respect for others

** Mastery of the art of communication-- writing and speaking with clarity – for various audiences

** Ability to understand and administer finances

** Ability to manage and evaluate the performance of exempt and non-exempt staff

** Have a vision and the ability to articulate it and lead others toward it

** Demonstrated skills and experience in fund raising and cultivating generosity

References

Candidates will be required to submit the names of persons who have been asked to serve as references – professional and character. The Committee reserves the right to contact other persons who may have knowledge of the quality and delivery of your professional work and your personal character.

Send PIF or Resume and Letter of Application to:

Executive Presbyter Search Committee

Presbytery of Greater Atlanta

Preferably by Email to: epscatl@gmail.com

Or mail to: 787 Duffield Drive, NW

Atlanta, Georgia 30318

(Applications must be received and postmarked/dated by August 31, 2009.)

“The Presbytery of Greater Atlanta is an Equal Opportunity Employer.”