

REPORT FROM THE GENERAL PRESBYTER SEARCH COMMITTEE
October 9-10, 2008

The General Presbyter Search Committee will be reporting on Thursday night at the Presbytery meeting. Then members will be available in the Search Classroom (Room 115 off the sanctuary) for conversation about the attached possible job description for our next General Presbyter during the reception on Thursday night and over lunch on Friday. Our members would be pleased to receive your comments.

The following document is the result of work done by a task force of the presbytery that was charged to consider the future of the General Presbyter position, including a job description.

Our search comments solicits your comments, both positive and negative, on this suggested job description. Your comments will help guide us as we finalize a job description and present it for approval at the February, 2009 presbytery meeting. We need to receive your comments by **MONDAY, NOVEMBER 10**. Please send them to any one of our search committee members listed below.

Thank you for your attention to this important step in the search process for our next General Presbyter of the Presbytery of Arkansas.

General Presbyter Search Committee members:

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See "Presbytery News" on the website or click

http://www.presbyteryofarkansas.org/frmNewsFullContent.aspx?HEADLINE_ID=5

Possible Job Description
For the General Presbyter of Arkansas Presbytery
As Modified by the Job Description Task Force
(8/19/08)

Principle Function: 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 word and nature of 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 Council, 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.
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.
 - Attend continuing education events such as: classes in conflict management, Spanish, and/or ministry and management skills.
 - Participate in a three-month sabbatical for continuing education after six years of the call.

Resourcing

1. Serve as Staff Resource to the Following Committees, Subcommittees and Task Forces:
 - Care and Nurture of Church Professionals
 - Ministry
 - Mission
 - Nominations
 - General Council
 - Administration
2. Be available, along with the Associate General Presbyter, 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.
3. Appoint members of Presbytery to serve on all other boards, agencies, and councils on behalf of the Presbytery, except in such cases where, in consultation with the General Council, it is deemed important not to delegate such responsibility.

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 assistants.
3. Assist in annual evaluations of the Associate General Presbyter, Associate for Christian Education, and Stated Clerk.
4. Administer the day-to-day activities of the Presbytery office and oversee the upkeep and maintenance of the office.

5. Hire administrative staff and advise search committees for Associate General Presbyters, Stated Clerk, and Associate for Christian Education.

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 Staff Cabinet.
4. Attend the General Assembly meetings to support 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 Subcommittee in preparing salaries and terms of call for the Presbytery staff.
8. Approve check vouchers.

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

1. Oversee the coordination of the activities of the Presbytery.