

# **PRESBYTERY OF GENESEE VALLEY**

## **Position Description**

- TITLE:** **Acting Presbytery Leader**
- CATEGORY:** In accord with the Fair Labor Standards Act, this position is classified as an exempt position. It is a salaried position, defined at 21 hours/week.
- EMPLOYMENT:** Employment is by the Big Picture Team in consultation with the Personnel Committee in accordance with Presbytery procedures.
- ACCOUNTABILITY:** The employee is accountable to the Presbytery through the Big Picture Team.

### **RESPONSIBILITIES:**

The primary purpose of the Acting Presbytery Leader is to provide leadership in fulfilling the purpose, vision and strategy of the Presbytery of Genesee Valley. The Acting Presbytery Leader will work with committees of the Presbytery and the committee leaders to empower them to fulfill their responsibilities as completely as possible. On an as-needed basis, the Presbytery Leader will work with the committees and working groups to assist congregations in identifying their needs and obtaining resources to meet those needs. She/he will serve on the Leadership Administrative Commission who are the primary contacts in events of crisis. The Acting Presbytery Leader will be the head of staff in the Presbytery office, supervising the professional and support staff in the implementation of Presbytery decisions, programs and policies. She/he will serve in conducting and providing reference checks for pastors in transition, and may lead the Presbytery's presence in the larger church and community.

### **Primary Administrative Responsibilities**

1. Assume primary administrative responsibilities for the implementation of decisions in matters of strategy, program, and resources.
2. Serve as head of staff:
  - Supervising the professional and support staff in the implementation of Presbytery decisions, programs, and policies
  - Regularly communicating and working collaboratively with the staff
3. Oversee and coordinate the communication processes within the Presbytery.
4. Support and serve as ex officio member on the following committees:
  - Big Picture Team
  - Committee on Ministry
  - Board of Trustees
  - Budget Development and Oversight
  - Personnel
  - Committee on Representation
5. Along with the Moderators and staff, coordinate and participate in stated and special meetings of Presbytery.

### **PERFORMANCE REVIEW:**

An annual review by the Personnel Committee will be conducted according to the Presbytery's Personnel Policy.