

## **North Central California Presbytery**

### **Executive Presbyter Job Description**

#### **About NCCP:**

The North Central California Presbytery (NCCP), a mid council of the Presbyterian Church (U.S.A.) denomination, represents over 40 congregations and worshipping communities within a 2-hour drive from Sacramento, CA. NCCP is dedicated to promoting inspiration and unity among congregations as they embrace the teachings of Jesus Christ. As NCCP undergoes a period of transition and consolidation, it is actively searching for an Executive Presbyter. This individual will play a pivotal role in providing leadership, guidance, and mentorship within a spiritually motivated and mission-driven community.

North Central California Presbytery is called to gather in love, equip to serve, inspire transformation based on the gospel values of bold witness, hospitality, radical love, spiritual growth, community, outreach, justice and equity.

#### **Description and Purpose of the Position:**

The Executive Presbyter (EP), whether ordained as a Minister of the Word and Sacrament or a Ruling Elder in the Presbyterian Church (U.S.A.), exhibits faith in Christ and adheres to the unique authority of Scripture and the Constitution of the PC(USA). This role is established to fulfill the responsibilities and functions outlined in the Book of Order and the Personnel Policies & Procedures Manual of NCCP. The work of the Executive Presbyter is to be undertaken as a conscious act of discipleship to Jesus Christ.

The EP's primary responsibility is to guide the NCCP towards permanence, solidarity, and spiritual vitality. Our EP will lead, inspire, and facilitate various aspects of Presbytery life while maintaining robust relationships with congregations, staff, and external partners.

#### **Terms of Employment:**

The Executive Presbyter holds a full-time salaried position with associated benefits. As a participant in the Synod Personnel program the EP reports to the Synod Executive and the Presbytery Personnel Committee. The terms and conditions of employment are outlined in the Personnel Policies & Procedures Manual. The EP is accountable to the Presbytery through its Personnel Committee. An annual performance evaluation is conducted by the Personnel Committee, in accordance with the personnel policies of both the Presbytery and the Synod.

#### **Reporting Responsibilities:**

The Executive Presbyter is called and employed by the NCCP, is accountable to the Presbytery Council through the Personnel Committee, and adheres to Synod of the Pacific personnel policies and procedures.

## **Key Leadership Responsibilities:**

### **1. Leadership in Structural Enhancement**

- Serve as the primary resource for optimizing Council and Presbytery committees.
- Inspire a forward-looking vision rooted in faith.
- Promote faith-based practices to guide our work.
- Guide prudent resource allocation within the Presbytery.
- Apply a deep understanding of Presbytery relationships for effective decision-making.
- Lead Presbytery in prayerful discernment.
- Foster connections with external resources.
- Engage with mid councils, our Synod, and General Assembly, enhancing collaboration and coordination.

### **2. Leadership in Relational Enhancement**

- Engage with pastors, offering spiritual guidance and support.
- Cultivate trust and collegiality among pastors and ruling elders.
- Support pastors and congregational leaders in implementing spiritually based practices and methods that develop harmonious teams and conflict resolutions skills.
- Develop familiarity with worshipping communities and leaders through active participation.
- Facilitate collective, prayerful listening for divine guidance within the Presbytery.

### **3. Leadership in Supervisory Capacity**

- Lead and support Presbytery staff, cultivating teamwork and aligning operations.
- Provide guidance and counsel for intricate staff issues, fostering workplace harmony.
- Work closely with the Stated Clerk, sharing responsibilities as the Head of Staff.
- Supervise volunteer leadership and professional staff in realizing the Presbytery's newly formulated mission and vision.

### **4. Leadership in Spiritual Nurturing**

- Maintain a personal relationship with God through prayer and worship.
- Cultivate a work environment reflecting NCCP's values.

## **Minimum Required Qualifications:**

1. Ordained as a Minister of the Word and Sacrament or a Ruling Elder in PC(USA).
2. A broad knowledge of and strong commitment to PC(USA) polity.
3. A commitment to Jesus Christ and a strong understanding of the Reformed tradition.
4. Membership in good standing of a congregation or presbytery in the PC(USA).
5. A bachelor's or equivalent degree in an appropriate field of study.
6. Leadership and management experience with staff and volunteers.
7. The ability to reside within boundaries of the NCCP.
8. Capability for regional and national travel.

## **Desired Qualifications:**

1. Demonstrates a personal faith in Jesus Christ through consistent prayer.

2. Exhibits exceptional organizational skills, embodies servant leadership qualities, and possesses executive-level experience.
3. Demonstrates a profound appreciation and deep understanding of diversity-related matters.
4. Prioritizes self-care and observes regular Sabbath practice for personal well-being.
5. Has experience in ecumenical and interreligious collaboration.
6. Proficient in parliamentary procedures and skilled in change management, with training in transitional ministry.
7. Holds an advanced degree in a relevant field.
8. Proficient in internet video conferencing tools, such as Zoom, and possesses a strong knowledge of up-to-date technology, with a proven ability in navigating social media.
9. An expert in conflict management and reconciliation within diverse groups.
10. Demonstrates insightful listening skills to discern and implement God's vision.
11. Proficient in interpreting, managing, and advocating for productive transitions and transformations.
12. Highly skilled at forming and leading effective collaborative teams, fostering a harmonious and productive working environment.

**Personal Characteristics:**

1. Upholds integrity and genuine humility, remaining resilient in the face of challenges.
2. Cultivates a healthy sense of humor, fostering positivity and approachability.
3. Embodies a pastoral approach when addressing issues, showing sensitivity to diverse theological perspectives and cultural backgrounds.
4. Encourages and facilitates open and respectful dialogues among individuals with differing viewpoints, contributing to the development of trust and mutual understanding within the organization.
5. Expresses authentic admiration for, and possesses a nuanced comprehension of, a wide spectrum of concerns, including intercultural, multi-ethnic, inter-racial, next-generation ministries, indigenous missions, and global outreach.

**Application Process:**

Interested candidates are invited to submit their PDP (<https://clc.pcusa.org/login>) or resume with references, a cover letter, a personal diversity statement, and a statement of faith to: [execsearchteam@nccpresby.org](mailto:execsearchteam@nccpresby.org) by February 29, 2024. Please include "Executive Presbyterian Application - [Your Name]" in the subject line of your email.

*The North Central California Presbytery (NCCP), Synod of the Pacific, and the Presbyterian Church (U.S.A.) is committed to being not only an Equal Opportunity Employer as defined by the U.S. government, but with the inclusion of gender identity and sexual orientation as well.*