

Special Called Meeting of the Presbytery of San Jose  
By Zoom (Preregistration required)  
Saturday August 5, 2023 10:00 am

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|-------|---|-----------------------------|
| 10:00 | Welcome and opening prayer                                      | Moderator, Elder Elsa Amboy |
| 10:05 | Stated Clerk (Quorum call, Process)                             | Rev. Erica Rader            |
| 10:10 | Approval of Agenda<br>Note: New Business must be referred       | Elder Elsa Amboy            |
| 10:15 | Personnel Update<br>Executive Presbyter Job Description (p.2-4) | Elder Denise Martin         |
| 10:25 | Nominating Committee  | Rev. Irene Pak Lee          |

Motion to elect members of an Executive Presbyter Search Committee:

Elder James Lee (Dae Sung)  
Elder Denise Martin (Gilroy)  
Rev. Anne McAnelly (St. Andrew)  
Rev. Robby Olson (member-at-large)  
Elder Sharon Rowser (Foothill)  
Rev. David Watermulder (Los Gatos)  
Rev. Andy Wong (Foothill)

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| 10:35 | Adjournment and Prayer | Elder Elsa Amboy |
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## Presbytery of San Jose: Executive Presbyter Job Description

**Title:** Executive Presbyter

**Position:** A Minister of word and sacrament or Elder elected by Presbytery for an indefinite term.

**Type:** Called/elected employee

**Status:** Full-time/exempt

**Purpose:** The Executive Presbyter is responsible for providing leadership for the organizational and spiritual life of the Presbytery and is the Presbytery's executive officer and head of staff. The Executive Presbyter ensures that the concerns of the Presbytery are represented to the Synod and the General Assembly and that the concerns of other Mid-Councils are represented in the Presbytery.

### **General Goal of the Position:**

To help identify, define, and achieve Presbytery goals and coordinate, manage, and interpret the administrative affairs and mission of the Presbytery.

### **Position Responsibilities**

- I. **Function:** Assist the Presbytery in providing for the Mission and Government of the Church throughout its geographic boundaries, in accordance with the Book of Order and the Presbytery's Standing Rules.
  1. Exercise a ministry of pastoral care for the Presbytery and its committees, pastors, and congregations.
  2. Provide churches with resources and information as requested.
  3. Work with the Presbytery's Committee on Ministry during pastoral transitions.
  4. Assist with resolving congregational and pastor crises and conflicts.
  5. Provide or recommend resources for counseling and supportive care for pastors.
  6. Periodically preach to congregations and at Presbytery as requested.
  7. Assist with training events, session retreats, and officer training.

II. **Function:** Serve as Consultant and Resource Person to the Presbytery Coordinating Council, Presbytery Committees, and Ministers.

1. Attend Presbytery meetings and, as needed, Presbytery committee meetings.
2. Facilitate the implementation of committee decisions and actions as needed.
3. Monitor the work of committees and ministries to ensure they are consistent with the Presbytery's Standing Rules and decisions.
4. Facilitate networking and cooperation between pastors and congregations.

III. **Function:** As Executive Presbyter, manage and supervise the paid and volunteer Presbytery Staff, except for the ecclesiastic tasks assigned to the Stated Clerk by the Book of Order.

1. Supervise Presbytery staff to ensure that necessary tasks are identified, assigned, and accomplished accurately and with sensitivity to priorities and deadlines.
2. Conduct recruitments, hirings, terminations, monitoring performance, and annual office staff evaluations in conjunction with the Personnel Committee.
3. Determine staff training needs and office equipment and space requirements and make recommendations to the appropriate Presbytery committee.
4. Recommend to the Coordinating Council the appointment of advocates and, if appointed, oversee, support, and monitor their performance.

IV. **Function:** Model understanding and appreciation of our Presbyterian denomination and heritage in the context of the ecumenical church.

1. Encourage congregations and individuals to be actively involved in the life and mission of Mid-Councils of our connectional church.
2. Attend Synod and General Assembly meetings and participate in denominational training and informational meetings when appropriate.
3. Attend Synod Executive Forum meetings.
4. Promote a spirit of openness in consultation and cooperation with ecumenical and interfaith organizations.

### **Relationships, Accountability, and Evaluation**

**Reports To:** Is accountable to the Presbytery through its Coordinating Council and Personnel Committee.

**Coordination:** With the Stated Clerk and Treasurer, Moderator, and Presbytery Coordinating Council

**Evaluation:** Annually by the Presbytery Personnel Committee

### **Skills, Knowledge, Approach, and Commitments**

- I. Skilled in administrative management, effective time management, oral and written communications, pastoral care, problem-solving, collaboration, team building, crisis intervention, and conflict management.
- II. Knowledge, Approach, and Commitments
  1. Models Christian faith and love in the performance of all duties.
  2. Thinks theologically, understands, and appreciates the spectrum of theological viewpoints expressed by members of the Presbytery in their diverse ministries, and is personally committed to the Reformed Tradition.
  3. Pays attention to the diversity of Presbytery and our congregations of color.
  4. Provides leadership, can articulate a vision, and possesses the knowledge, expertise, and resourcefulness to implement a decided direction and inspire others to follow.
  5. Facilitates with intentionality and can clearly communicate potential benefits and consequences associated with actions and tasks.
  6. Maintains an openness to try new things by listening to suggestions.
  7. Utilizes a team-based approach in managing staff, collaborating with the Stated Clerk regarding assignments that leverage strengths and gifts.
  8. Demonstrates a collaborative working style with colleagues and elected leadership.
  9. Listens with an objective outlook and respects confidentiality; is willing to share power by enabling others to use it positively; and is an approachable person whom presbyters can trust and relate to comfortably.

*Approved by Presbytery Coordinating Council June 15, 2023*