

APPENDIX B

Position Descriptions

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- D. ADMINISTRATIVE ASSISTANT**
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A. GENERAL PRESBYTER

SUMMARY: The General Presbyter is charged with the responsibility of leading the Presbytery in fulfilling its vision of *Healthy, Growing Congregations, Working Together*, and its goal to *Equip congregations to make and grow disciples of Jesus Christ resulting in increased worship attendance, mission, and membership on a sustained basis.*

ACCOUNTABILITY: S/he serves as head of staff and is accountable to the Presbytery Council. An annual evaluation is completed by the Personnel Committee.

DUTIES AND RESPONSIBILITIES:

1. Inspires and challenges the Presbytery by working with the Presbytery Council, Ministry Teams, other elected or appointed leaders, and the staff in clarifying, planning, implementing and evaluating the vision, goals and priorities of the Presbytery.
2. Coordinates the budgeting and funding process as determined by Council by supervising the work of the Presbytery Treasurer and overseeing the receipt, expenditures and accounting of Presbytery funds.
3. Reviews and evaluates Presbytery procedures.
4. Supervises Presbytery employees and any staff of General Assembly agencies.
5. Interprets and facilitates understanding of the Presbytery's concerns to Sessions, the Synod, the General Assembly, related ecumenical/interfaith agencies and the general public, as well as interprets and facilitates understanding to the Presbytery the concerns of Sessions, the Synod, the General Assembly, and related ecumenical/interfaith agencies.
6. Serves as media liaison for the Presbytery except in disciplinary matters when it shall be the responsibility of the Stated Clerk.
7. Provides spiritual support and counsel to congregations, Sessions, clergy and other church professionals.
8. Represents the Presbytery at special events in the lives of its congregations, at PCUSA governing bodies, and ecumenical and interfaith agencies.
9. With COM liaisons, helps churches throughout their vacancy process.
10. Staff liaison to the Council, ministry teams and committees as needed.
11. Leads the Presbytery, Council, agencies and congregations in adherence to "The Great Ends of The Church," G-1.0200; "Principles of Presbyterian Government," G-4.0300 and "Diversity and Inclusiveness," G-4.0400 of the *Book of Order*.

Knowledge, skills and abilities:

- Serves as its spiritual leader, setting the tone of pastoral care for clergy/church professionals, leaders, and congregations in the Presbytery, providing inspirational and administrative leadership.
- Models and encourages positive and productive relationships and a spirit of unity among the staff of Presbytery.
- Bachelors degree required and graduate degree preferred
- Ordained elder/clergy with strong faith and character and demonstrated commitment to PCUSA polity and doctrine
- Nurtures and works collegially to recognize and facilitate the gifts of others
- Committed to inclusiveness and diversity
- Experience in conflict management and organizational leadership
- Thorough knowledge of the Reformed tradition of the Presbyterian denomination and polity of PCUSA
- Knowledge of information technology and financial management
- Has a good sense of humor and courage!

B. STATED CLERK

SUMMARY: The Stated Clerk is an elected official of the Presbytery of Eastern Virginia (PEVA) required by the Constitution and is directly responsible for carrying out ecclesiastical functions, i.e., *Book of Order* responsibilities.

ACCOUNTABILITY: The Stated Clerk is supervised by the General Presbyter. The performance appraisal will be done jointly by the Personnel Committee and the General Presbyter. This is a part-time position averaging 25 hours per week and has a flexi-place option.

DUTIES AND RESPONSIBILITIES:

1. Keeps a record of all the proceedings of PEVA, serves as parliamentarian, publishes the minutes of each meeting, and submits the same annually to Synod for review.
2. Prepares docket and narrative script for all Presbytery meetings and coaches leadership participants.
3. Serves as resource to the Presbytery on matters concerning interpretation of the Constitution of the Church. Provides constitutional opinions as needed and participates in legal matters as requested.
4. Handles documentation regarding inquirers and candidates and processes calls of ministers entering or leaving Presbytery, coordinates the planning for reception into PEVA and for ordination and installation services.
5. Maintains the rolls of ministers and Certified Christian Educators within PEVA according to G.11.0407 and reports these to PEVA through the Committee on Ministry. Maintains records of ministers laboring outside the bounds of PEVA and in January of each year, will correspond with presbyteries in whose bounds such ministers labor, informing them of the ministers' addresses. (*Book of Order*, G.11.0401.)
6. Writes official correspondence for PEVA and acts as chief correspondent with other judicatories or denominations regarding clergy status.
7. Distributes necessary forms to congregations for reports to higher governing bodies.
8. Reports each January any imbalance between resident minister members and number of elder commissioners from sessions through the Church Order Ministry Team.
9. Reports annually to PEVA for review, all proceedings and actions of the stated clerk. (G-9.0407b.)
10. Keeps a full record of the congregations who voted by June 10, 1991 to exempt themselves according to the *Book of Order*, G-8.0701 from requirements of the *Book of Order*, G-8.0500 and remain under the property provisions of Chapter 6 of the 1982-83 edition of the *Book of Order*, P.C.U.S. The list of such churches shall be published annually in the PEVA Minutes.
11. Staffs administrative and judicial commissions as needed. Acts as primary staff liaison with the Church Order Ministry Team and the Permanent Judicial Commission.
12. Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledgeable of the *Book of Order*, Constitution of the Presbyterian Church (U.S.A.) and Robert's Rules of Order
- Minimum of 5 years as Pastor or significant administrative responsibility such as Clerk of Session
- Report writing and correspondence skills desirable
- Skilled in word processing and database management software
- Works independently and in cooperation with others

C. ADMINISTRATOR

SUMMARY: This position is responsible for the coordination of administrative support for all functions of the Presbytery.

ACCOUNTABILITY: This position is supervised and appraised by the General Presbyter.

DUTIES AND RESPONSIBILITIES:

1. Composes, compiles and coordinates timely, helpful and accurate communications with presbytery leadership, i.e., *Church Lady Sez, Joys & Concerns, Short Subjects*, the PEVA website and other PEVA written, visual and cyber communications.
2. Provides primary clerical and administrative support to the General Presbyter and Stated Clerk.
3. Coordinates clerical support for all staff members.
4. Provides primary staff support to Presbytery Council, COM, CPM, Care and Support, Stewardship, Interim Pastors and others as needed.
5. Provides secretarial support at Council meetings, prepares Council minutes and, and coordinates the preparation of the Presbytery packet.
6. Coordinates and provides staff support for Presbytery meetings.
7. Oversees operations of the PEVA office, including building maintenance and office equipment.
8. Acts as receptionist and answers PEVA telephones in coordination with the Administrative Assistant, between the hours of 10 AM and 3 PM.
9. Meets regularly with the full staff for coordination and planning.
10. Supervises the Administrative Assistant.
11. Coordinates the delivery of meals for meetings as requested.
12. Performs other duties as assigned by the General Presbyter or the Stated Clerk.

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent interpersonal skills
- Proficiency with office hardware and software and automated office equipment
- Proficiency with writing, editing and formatting documents
- Works independently and in cooperation with others
- Maintains confidentiality
- Good supervisory skills and management ability

D. ADMINISTRATIVE ASSISTANT

SUMMARY: This position provides a variety of clerical support services and computer technical support.

ACCOUNTABILITY: This position is supervised and appraised by the Administrator.

DUTIES AND RESPONSIBILITIES:

1. Provides primary administrative support for the non-called PEVA staff.
2. Types, formats, files and distributes documents including newsletters, brochures and PowerPoint presentations.
3. Prepares receipts of income, vouchers for disbursement, copies and mails financial statements.
4. Processes receivables, researching content when necessary, and makes bank deposits.
5. Maintains calendars, promotes programming, provides registration services at meetings and makes travel arrangements.
6. Answers PEVA telephones in coordination with the Administrator, between the hours of 10 AM and 3 PM.
7. Assists in the processing, merging, copying, collating and organizing of bulk mailings.
8. Maintains the database tables for the Presbytery systems.
9. Makes changes to the PEVA website and maintains it with the contract provider. Maintains affiliated websites for PEVA ministry teams as requested.
10. Serves as the IT Administrator: monitors and upgrades anti-virus software for office servers and workstations. Updates and manages the e-mail system. Troubleshoots computer functional and technical software problems. Maintains the office computer network and directly maintains contact with the computer technical support contractors by phone.
11. Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent interpersonal skills
- Proficiency with computer hardware and software including database, presentation and printing programs
- Works independently and in cooperation with others
- Maintains confidentiality

E. BUSINESS MANAGER

SUMMARY: The Business Manager provides financial services to the Presbytery of Eastern Virginia (PEVA.)

ACCOUNTABILITY: The Business Manager is supervised and appraised by the General Presbyter. This is a part-time position and may be an independent contractor.

DUTIES AND RESPONSIBILITIES:

1. Processes payment vouchers and accounts payable.
2. Classifies and records revenue from various sources including mission giving, gifts, and restricted funds, including any capital funds campaigns.
3. Processes payroll for PEVA's staff; filing quarterly payroll withholding taxes, both Federal and state; prepares annual forms: W-2, W-3, 1096 and 1099.
4. Reconciles monthly bank accounts.
5. Provides monthly financial reports and general support to members of the Stewardship Ministry Team, PEVA staff, ministry team moderators and appropriate committee chairs.
6. Coordinates the annual budget process, including the distribution of budget request forms.
7. Files quarterly sales and use tax returns.
8. Coordinates the annual financial review/audit and maintains investment portfolios as directed.
9. Prepares and distributes quarterly contribution statements to PEVA churches and maintains all PEVA financial records on-site.
10. Serves as primary staff for the Stewardship Ministry Team.
11. Attends staff meetings, Stewardship Ministry Team meetings and Presbytery meetings.
12. Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Degree in Accounting, Finance or Business, or equivalent knowledge of generally accepted accounting practices
- Skills in financial analysis reporting
- 4 years full-charge experience in a non-profit fund accounting environment
- Proficiency in Automated Church Systems (ACS), Excel and Microsoft Office preferred
- Ability to be bonded

F. RESOURCE CENTER DIRECTOR

SUMMARY: The goal of the Resource Center Director is to *provide Christian education resources, and assistance for laity and clergy in relation to the congregations they serve* (priority #3). The Director promotes access to a large spectrum of Christian resources for local church programming through the Presbytery's Resource Center. The Director is open to suggestions for resources from all of the Presbytery's Ministry Teams and staff.

ACCOUNTABILITY: This position is supervised and appraised by the General Presbyter with input from the Moderator of the Resource Center Team. The Resource Center Director is a part-time position of 20 hours a week and has a flexi-place option.

DUTIES AND RESPONSIBILITIES:

1. Maintains and updates the print and non-print resources in the Resource Center, in consultation with the Resource Center Team and the General Presbyter.
2. Maintains and updates the electronic catalogue.
3. Manages the checking in system and follows up on over due resources.
4. Informs churches in the Presbytery about new and current resources.
5. Advises on Vacation Bible School materials.
6. Serves as the primary staff for the Resource Center Team and the staff liaison with the Christian Education Team and Resourcing Ministry Team.
7. Makes recommendations to the Resource Center Team concerning the budget and directs the financial management of the Center
8. Manages the sale of *Books of Order, Books of Confession, and Presbyterian Calendars*. Recommends the use of the profit to the Resource Center Team.
9. Provides display table of resources for Presbytery meetings and other events as authorized by the Resource Center Team.
10. Coordinates Educator luncheons six times per year.
11. Available for consultation about resources with regard to a topic, age group, Sunday school or intergenerational event.
12. Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Bachelor's Degree (or extensive experience in Christian Education), Christian Education certification preferred
- Passion for making disciples of Jesus Christ
- Knowledge of the structure of the PC(USA) congregations
- Initiative and resourcefulness
- Excellent interpersonal skills

G. HUNGER ACTION ENABLER

SUMMARY: The Hunger Action Enabler (HAE) facilitates ministry related to hunger issues and related causes like peacemaking. This position *engages in congregational mission partnerships, sharing members' skills in joint endeavors* (priority 5).

ACCOUNTABILITY: The position is supervised and appraised by the General Presbyter. This position is a part-time position of 15 hours per week.

DUTIES AND RESPONSIBILITIES:

1. Directs hunger relief services.
2. Meets regularly and provides primary staff support to PEVA's Hunger Committee.
3. Coordinates linkages between Presbytery and new and existing community ministries that address the root causes of hunger and seek its elimination.
4. Serves as a member of PEVA's staff, meeting regularly with the full staff team in coordinating and planning hunger activities.
5. Provides presentations, when requested, at quarterly Stated Presbytery Meetings of PEVA.
6. Leads education and public policy workshops, when requested at semi-annual training events.
7. Provides presentations to each PEVA congregation concerning hunger and mission programs at least one every three years.
8. Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of hunger and poverty causes and knowledge of national mission programs of PCUSA
- Excellent interpersonal skills
- Works independently and in cooperation with others
- Report writing and correspondence skills desirable

H. DIRECTOR OF MAKEMIE WOODS

SUMMARY: The Director of Makemie Woods oversees the programs, staff and operations of the Makemie Woods Camp and Conference Center. This position meets priority #2 on youth ministry and priority #3 on Christian education training.

ACCOUNTABILITY: The Director of Makemie Woods is supervised and appraised by the General Presbyter with input from the Makemie Woods Committee and the Resourcing Ministry Team.

DUTIES AND RESPONSIBILITIES:

1. Directs the operations of the Camp and supervises seasonal and full-time staff.
2. Makes decisions regarding employment in consultation with the Makemie Woods Committee.
3. Plans, implements, and evaluates summer and year-round programming with the Program Director.
4. Proposes the Makemie Woods budget to the Makemie Woods Committee and administers and monitors the budget continuously.
5. Markets the Makemie Woods Camp and Conference Center, which includes design, publication, and distribution of print material, development of multi-media presentations, updating and maintaining the website, and personal contact with congregations.
6. Screens and trains staff in accordance with American Camping Association Standards, ensuring that all proper certification standards are met.
7. Administers and provides programming for Camp Jordan, a ten-day camp for children with diabetes in cooperation with Camp Jordan medical staff.
8. Manages overall operations for Makemie Woods Camp and Conference Center, including acquisitions of large purchases and proper permits.
9. Ensures health and safety of water supply, food service, and swimming pool in accordance with county codes.
10. Procures necessary equipment and supplies.
11. Manages Camp automation services.
12. Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- At least 25 years of age
- 4 year college degree and preferably an advanced degree in Theology, Christian Education or in a related field, including Minister of the Word and Sacrament
- At least 2 years administrative and/or supervisory experience in church camping
- Good interpersonal, coaching and mentoring skills
- Willing to share faith with others

I. CAMPUS MINISTER

SUMMARY: The Campus Minister provides ministry for students, faculty and staff at Old Dominion University and facilitates connections and relationships with PEVA congregations and the ODU Campus Ministry. This position meets priority #2 on youth ministry and priority #3 on Christian education training.

ACCOUNTABILITY: This called position is supervised and appraised by the General Presbyter with input from the Campus Ministry Committee and the Resourcing Ministry Team. This is a half time position.

DUTIES AND RESPONSIBILITIES:

1. Designs, coordinates and administers the Presbyterian campus ministry program at Old Dominion University (ODU).
2. Leads Bible study with and for students
3. Provides and creates activities for Presbyterian students and students who are interested in the Presbyterian campus ministry fellowship at ODU.
4. Recruits students to the campus ministry program.
5. Provides pastoral care for students, staff and faculty.
6. Staffs the PEVA Campus Ministry Committee.
7. Serves on the Wesley-Westminster Foundation Board at Norfolk State University.
8. Serves as a Board member for the Westminster Foundation for Campus Ministry, which meets quarterly.
9. Ensures that budget requests, status, and other reports on campus ministry are submitted in a timely fashion.
10. Interprets the mission of campus ministry to congregations of PEVA and to the Presbytery at large by preparing displays at Presbytery meetings, making presentations at church gatherings (visiting on Sunday mornings, session meetings, and committee meetings), and making reports at Presbytery meetings through the Resourcing Ministry Team.
10. Solicits additional funding for campus ministry (with approval of the Council), as well as other support from PEVA congregations by identifying churches, especially those within the immediate vicinity of ODU, and encourage their stewardship support as well as support from the larger Presbytery and other entities for volunteers in campus ministry.
11. Manages the Campus Ministry House including rent collection, repairs and improvements. Notifies the General Presbyter of rent that is 5 days or more late.
12. Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Shall be an ordained Minister of the Word and Sacrament in the Presbyterian Church U.S.A.
- Shall have a deep commitment and passion for ministry with young adults
- Good interpersonal, coaching and mentoring skills

J. GLOBAL MISSION COORDINATOR

SUMMARY: The Global Mission Coordinator develops and maintains relationships between the PEVA and the Presbyterian Church in the Democratic Republic of the Congo (DRC), both in CPK and CPC. This position *engages in congregational mission partnerships, sharing members' skills in joint endeavors* (priority 5).

ACCOUNTABILITY: The Global Mission Coordinator position reports directly to the General Presbyter. Individual PEVA churches provide salary, benefits and expenses and the Presbytery provides office space, secretarial help, telephone, computer and office supplies.

DUTIES AND RESPONSIBILITIES:

1. Serves as the primary staff person for the International Congo Partnership Committee and its subcommittees.
2. Communicates the mission work of the Presbyterian Church worldwide to the churches in PEVA thru presentations to members, sessions, pastors, Mission Chairs, and Directors of Christian Education.
3. Facilitates communication between Congolese Presbyterians and those in PEVA.
4. Facilitates periodic visits to and from the Congo Presbyterians and acts as an interpreter.
5. Consults with the Worldwide Ministries Division and/or the Washington Office of the General Assembly on matters affecting the DRC specifically and the African continent in general.
6. Works with the International Cooperating Ministries office staff in support of the church building program for Presbyterian Congregations in the Democratic Republic of the Congo and other countries.
7. Attends Stated Meetings and training events as requested.
9. Other duties as assigned by the General Presbyter.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ordained elder or minister of the Word and Sacrament
- Knowledge of the functioning of the Presbyterian Church in the Congo, Congolese culture and business
- Knowledge of the functioning of the Presbyterian Church in the United States, American culture and business
- Language fluency

K. YOUTH MINISTER

SUMMARY: The Youth Minister provides ministry for students within the boundaries of the Presbytery of Eastern Virginia and facilitates connections and relationships with PEVA congregations and the Youth Ministry Team. The goal is to *assist churches in youth ministry and provide Presbytery-wide youth ministry (priority #2).*

ACCOUNTABILITY: The position is supervised and appraised by the General Presbyter. This position is a part-time position of 15 hours per week.

DUTIES AND RESPONSIBILITIES:

1. Designs and administers Youth Ministry Team (YMT) events, including but not limited to Middle High and Senior High retreats and summer trips, in coordination with the YMT
2. Oversees the formation and implementation of the yearly YMT budget
3. Maintains an active role of YMT members
4. Reviews student applications for YMT
5. Ensures that all PEVA churches are informed about and invited to participate in mission trips, retreats, and other YMT events
6. Schedules and orders YMT meetings in cooperation with other YMT members
7. Attends Resourcing Ministry Team meetings and staffs the Youth Ministry Team
8. Acts as a resource for PEVA Youth Ministers and leaders
9. Forms, reforms, and reforms again the mission of the YMT and communicates it widely within PEVA through presbytery meetings, making presentations at area churches, and fostering conversations with colleagues in ministry
10. Recruits new YMT members.
11. Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Shall have a deep commitment and passion for ministry with youth
- Excellent interpersonal skills
- Works independently and in cooperation with others
- Writing and communications skills desirable
- Willing to share faith with others