

PRESBYTERIES OF CAYUGA-SYRACUSE AND SUSQUEHANNA VALLEY

Position Title:	Assistant to Lead Presbyterian for Transformation
Summary of Ministry:	Demonstrate a consistent and enthusiastic commitment to Jesus Christ and provide valuable support to the Lead Presbyterian for Transformation by sharing information, demonstrating initiative and providing administrative oversight.

RESPONSIBILITIES

Spiritual Leadership

1. Support the work of the Lead Presbyterian for Transformation in regard to geographical pastor cluster groups and the development of church relationships, by participating in gatherings or visitation as needed.
2. Assist in elder, deacon and CRE training.
3. Provide new pastor orientation.
4. Provide care and support to presbytery leaders.

Administrative Leadership

1. Spearhead collaboration efforts as part of the merger process, within both the committee structure and other organic activities, by looking for and promoting opportunities, capturing data from events and updating the Lead Presbyterian for Transformation.
2. Work with and assist Pastoral Nominating Committees in conjunction with Committee on Ministry (COM). Assist with the training of COM members as requested.
3. Attend presbytery committee meetings as appropriate.
4. Provide administrative support in regard to scheduling and oversight to move all programs and initiatives forward.

CHARACTERISTICS AND QUALIFICATIONS

1. Teaching or Ruling Elder.
2. Will be a colleague in ministry.
3. Flexible and open to trying new things.
4. Clear communicator who can negotiate difficult conversations with grace and empathy.
5. Detail-oriented.
6. Able to see the vision and identify challenges and opportunities.

ACCOUNTABILITY

Accountable to the Lead Presbyter for Transformation

EVALUATION

An annual review will occur to assess the progress of the Assistant to the Lead Presbyter for Transformation and their role in the building and operation of a merged presbytery.

COMPENSATION

Part-time, non-exempt position whose details are established annually by recommendation of the joint Personnel Committees and the approval of the presbytery budget.