

Interim Presbytery Leader/Head of Staff

Full-Time (40 hours per week)

Accountable to Presbytery through the Personnel Team

Purpose

The Interim Presbytery Leader/Head of Staff shall serve the Presbytery of Central New Jersey (PCNJ) with energy, intelligence, imagination, and love, by providing leadership, vision, nurture, support, and encouragement in order to further the ministry and mission of the PCNJ through its officers, committees, congregations and members.

Relationships and Responsibilities of the Interim Presbytery Leader/Head of Staff

The Interim Presbytery Leader/Head of Staff shall relate to:

- The Presbytery as its leader/Head of Staff, colleague, support and collaborator
- The Acting Stated Clerk as a colleague, support, and collaborator, and assist as needed in preparation for meetings of the PCNJ
- The Assistant(s) to Head of Staff and Stated Clerk as a supervisor, advisor, resource, and support
- The Treasurer as a supervisor, colleague, support, and resource
- Other staff, officers, committee chairs and volunteers as counsel and resource
- Ruling and teaching elders as a support and resource

The Interim Presbytery Leader/Head of Staff shall hold responsibilities in the following areas:

- Oversee daily operations of the Presbytery
- Work alongside the Trustees and the Council to further the mission of the Presbytery
- Work alongside Personnel Team to coordinate and supervise the staff and contract workers
- Coordinate and oversee all communications coming out of the PCNJ
- Oversee the technology needs of the Presbytery
- Serve as a resource to the Interim CPM, as needed
- Support Interim COM through conflict management, aiding churches in pastoral transitions, mission and ministry initiatives, development revitalization, training for a new COM model
- Oversee the dissolution of member congregations
- Equip members of the PCNJ through education in the areas of anti-racism, denominational support, mission exploration, worship & gatherings, leadership training, and other areas as needed

- Serve as the liaison to the Synod and the Synod's New Jersey Missional Communities Administrative Commission
- Organize engagement, participation, and work towards mutual success as a unified presbytery by facilitating conversations and intentional community building, and fostering a sense of unity among presbyters
- Guide and oversee any and all official committees of the PCNJ, including the Core Transition Team and related "Petal" Teams