

**WHITEWATER VALLEY PRESBYTERY**  
**POSITION DESCRIPTION**  
**TRANSITIONAL LEAD PRESBYTER**

Pay Classification: Exempt, Full-time (40 hours/week)  
Term: Designated 3-year contract with possibility for extension

**Position Purpose:**

- Lead strategic visionary oversight in guiding the Presbytery to where God is leading us in an ever-changing community and world.
- Equip and resource leaders to support pastors, sessions, and congregations.
- Facilitate connection and encourage all of the churches to participate with the Presbytery.

**Qualifications:**

- Christ-centered faith and spiritual wisdom.
- Ordained as a Ruling or Teaching Elder in the Presbyterian Church (U.S.A.).
- A Bachelor's degree or equivalent leadership experience.
- Maintain compassion and trustworthiness in leadership and models open communication.
- Endorse and cultivate diversity; is able to encourage discussion of issues with openness, grace, and respect for diverse opinions.
- Ability to communicate effectively both orally and in writing.
- Capacity to juggle multiple demands and administrative needs in a middle body setting.

**Responsibilities:**

- Serve as Head of Staff and is responsible for creating a healthy work environment.
- Assess Presbytery structure and align staffing needs.
- Provide ongoing assessment of the ministry and mission of the Presbytery, developing and facilitating plans to address challenges, cultivate accountability and build new strengths.
- Encourage congregations so they can impact our communities.
- Coach and foster developing connections in the work of the Presbytery by all of our churches.
- Participate in the life of the churches of the Presbytery, celebrating their successes and connecting them with the resources needed during times of conflict.
- Serve as staff resource to the Board of Directors, Coordinating Council, Committee on Ministry, Committee on Preparation for Ministry, Personnel Committee, Finance Committee, Committee on Representation, and Administrative Commission.

**Compensation and Review:**

- Compensation shall be set by the Presbytery upon recommendation of the Coordinating Council after consultation with the Finance and Personnel Committees.
- This position will be reviewed and evaluated at six months, and then annually by the Personnel Committee.
- Term may be extended upon recommendation of the Personnel Committee and approval of the Presbytery.

Selection: Transitional Lead Presbyter Search Committee  
Accountability: Accountable to the Presbytery through the Personnel  
Committee of the Coordinating Council

\*Job descriptions are intended to be guidelines for position responsibilities. As such, the employee may be asked to perform tasks outside of the duties outlined in this document.