

ADMINISTRATIVE PRESBYTERY CO-LEADER

Purpose

The Administrative Presbytery Co-Leader shall serve the Presbytery of the Coastlands with energy, intelligence, and love, by providing leadership in administration, communication, matters of church property, financial operations, and funds development. In collaboration with the Relational Presbytery Co-Leader, the Administrative leader shall effectively further the presbytery's mission and vision through its elected leaders, committees, congregations, and members. Together, the co-leaders will empower adaption and innovation in a rapidly changing church with gifts and skills in cultural competencies, collective discernment, and consensus building.

Accountability

The Administrative Presbytery Co-Leader is elected by the presbytery and accountable to the presbytery through the personnel committee to the presbytery's duly elected leadership body.

Relationships

The Administrative Presbytery Co-Leader shall relate to:

- The presbytery as a co-leader, colleague, support, and collaborator
- The Relational Presbytery Co-Leader, the Stated Clerk, and other members of the staff as colleague, support, and collaborator and assist as necessary in preparation for presbytery meetings and other business
- The Administrator as supervisor, colleague, support and resource
- Any part-time contracted communications staff as a supervisor, colleague, support, and resource
- Any part-time contracted bookkeeper as supervisor, colleague, support, and resource.
- Any part-time contracted IT professionals as liaison and resource
- The leaders and members of the Commission on Preparation for Ministry as counsel, resource, and support
- Other officers, committee chairs, and volunteers that may be determined as counsel, resource, and support
- Ruling and teaching elders, sessions, and trustees as counsel, resource, and support

Responsibilities

The Administrative Presbytery Co-Leader shall hold responsibilities in the following areas:

- Supervising the administrative functions of the presbytery
- Overseeing, expanding, and improving presbytery communication including the website, various media platforms while supervising the content of the communication and making sure all material is up to date

- Maintaining and supervising any IT contract related to the presbytery's website and staff computer support
- In consultation with the presbytery treasurer and the trustees, supervising all financial operations of the presbytery including funds development and grant writing
- Serving as the point of initial contact, communication, and support for congregations and their trustees seeking counsel on all property issues
- Working closely with the leaders and the members of the Commission on Preparation for Ministry by attending meetings, onboarding new members, insuring full administrative support, and being a liaison regarding PCUSA networks, resources, and training
- Advocating, organizing, and empowering the presbytery on matters and movements related to social justice, racial justice, and equity in the church and in the world.
- Working with the other three NJ Presbyteries to share resources, training opportunities and other supports as may be mutually beneficial and cost effective.
- Working with the Relational Co-Leader to support Fund Development to help assure the Presbytery's financial stability by writing grants and proposal for projects such as capital improvements, matching funds, endowments, specialized ministry, etc.

Minimum Effective Salary: \$95,000 plus housing allowance and benefits