

# The Presbytery of Sheppards and Lapsley

(hereafter called PSL)

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## Job Description : Transitional Presbyter

(hereafter called TP)

### Description of the PSL:

The PSL is one of three presbyteries in the state of Alabama, Synod of Living Waters. It serves 79 churches in the central part of the state with a total membership of approximately 11,300 members. Of these, 40 churches (50%) have fewer than 50 members; 8 churches (10%) have over 300 members with 6 of these being in the metropolitan Birmingham area. The presbytery owns an office building at the above address, however the facility is currently on the market for sale as it is too large and expensive to operate and maintain for current and foreseeable future needs. Formerly, the staff consisted of 3 full time teaching elders in administrative and program positions, 1 part time teaching elder as stated clerk and two full time support staff. At present, we are served by one full time teaching elder, two support staff and a part-time acting stated clerk.

### Status and immediate needs of the PSL:

As is evident from the above description, the PSL is in a period of major transition. In 2014, the PSL adopted major changes in the standing rules designed to streamline the organizational chart and make functions more efficient. Key in this was replacement of a large administrative council, that normally met only quarterly, with a new 12 member Executive Council meeting as frequently as monthly.

During this transitional period, PSL is seeking to maintain current on-going programs and services while evaluating their value and effectiveness and develop new long range goals and priorities for the future. Once these have been identified, the PSL staff structure needed will be determined. To accomplish this work, one of the vacant positions must be filled during this transition.

### Role of the TP:

The newly created position of Transitional Presbyter is the vacancy to be filled. The basic duties of the position are:

1. to assist and oversee maintaining current on-going programs and services of the PSL;
2. to assist and guide the study and evaluation of current programs and services and development of long range goals and priorities;
3. to assist and guide creation of a proposed permanent staffing structure;
4. to serve as the leader/coordinator of the present staff team;
5. to fulfill all constitutional responsibilities of the chief administrative position in the PSL.

It is anticipated that the TP will serve in this position approximately two years, but length of the term could be adjusted as need determines. Details and specific duties of the position will be determined by mutual agreement as the work progresses. Service in the position will not exclude the TP from being considered for any permanent position that may be created.

### Qualifications:

To be eligible for consideration for this position, a candidate must:

1. be an ordained teaching or ruling elder with significant experience in the PC(USA);
2. have excellent human relations and pastoral skills in working with staff, the Executive Council, pastors and congregations of all sizes;
3. have experience in supervising a staff and in working with a volunteer driven organization;
4. have excellent communication skills with both individuals and with groups;
5. have a good knowledge and understanding of the role of a presbytery in the PC(USA) structure;
6. be innovative and creative to bring about and accept change and new ideas;
7. be attentive and respectful when working with persons who have ideas different from their own;
8. have administrative skills in areas such as financial management, problem solving, conflict management, strategic planning and more. \_\_