# Job Description: Transitional Presbyter for the Presbytery of Sheppards & Lapsley

**Description of the PSL:**

The PSL is one of three presbyteries in the state of Alabama, Synod of Living Waters. It serves 68 churches in the central part of the state with a total membership of approximately 9,000 members. Of these, thirty-seven churches (54%) have fewer than fifty members. Eight churches (10%) have over 300 members, with six of these in the metropolitan Birmingham area. The presbytery owns an office building at 3603 Lorna Ridge Drive, Bham, 35216. At present, the presbytery is served by one full time teaching elder, the General Presbyter; one full time administrative staff; one part time teaching elder, the Stated Clerk; one full time teaching elder doing UKirk Birmingham ministry; and two part time volunteer coordinators.

# Status and immediate needs of the PSL:

The previous General Presbyter will retire on December 31, 2019; thus the PSL is in a period of transition and is engaged in a visioning and strategic planning process to determine its future. During this transitional period, the PSL is seeking to maintain current programs and services while evaluating their value and effectiveness, and develop new long range goals and priorities for the future. Once identified, the structure will be determined. To accomplish this work, the position of Transitional Presbyter must be filled.

# Role of the Transitional Presbyter:

1. To assist and oversee maintaining current on-going programs and services of the Presbytery of Sheppards and Lapsley.
2. To assist and guide the study and evaluation of current programs and services and development of long range goals and priorities
3. To guide visioning and strategic planning process
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 Transitional Presbyter will serve in this position approximately one year, 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 Transitional Presbyter from being considered for any permanent position. The time commitment required for this position (FT or PT) will be based on the needs of both the candidate and the Presbytery of Sheppards and Lapsley. This position becomes available on January 1, 2020.

Qualifications

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 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

Contact Information:

Jane Clayton 1917 Cahaba Cove Hoover, AL 35115 (205) 602-2784

[janeclayton106@gmail.com](mailto:janeclayton106@gmail.com)