

PRESBYTERY OF SANTA BARBARA

6067 Shirrell Way
Goleta, California 93117
805-683-1548

POSITION DESCRIPTION: Presbytery Administrative Pastor

APPROVED BY PRESBYTERY COUNCIL: DRAFT

SUPERVISOR'S POSITION TITLE: The Presbytery Administrative Pastor shall report to the Presbytery Council and the Personnel Committee.

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SUMMARY OF THE POSITION:

- Provides leadership, oversight and implementation of the Vision/Mission of the Santa Barbara Presbytery and integration throughout the churches of the Presbytery. Provides a pastoral presence with all pastors in the Presbytery and equips and trains leaders in the Presbytery.
- This position is $\frac{3}{4}$ -time position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Implementation of Vision/Mission

- Works with the Presbytery leadership to implement and advance the strategies of the Mission and Vision Statements of Presbytery – serving as a connector between church Sessions, pastors and Presbytery.
- Actively serves on following committees: Committee On Ministry, Committee On Preparation for Ministry, Committee On Representations and Nominations and Personnel Committee.
- Serves with Committee on Presbytery Enrichment to develop ways to help congregations become vibrant worshipping communities.
- Leads and fosters the strengthening and expansion of congregations of the Presbytery.
- Serves as “head of staff” for Presbytery personnel.
- Works with pastors and Sessions to develop mission and vision for local congregations.
- Helps connect congregations to share tools of ministry with each other.
- Attends major church events throughout Presbytery.

Pastoral

- Serves as a pastor to the ordained pastors in the Presbytery – spiritual and personal support, prayer and preaching as needed in congregations of Santa Barbara Presbytery. Personally meets with pastors throughout the year.
- Connects with and supports pastors going through congregational or personal loss or crisis.

Equip and Train Leaders

- Serves with Presbytery Chair of Council to equip, train and encourage Committee Chairpersons.

Other:

- Participates in larger Presbyterian Church (U.S.A.) gatherings as determined by Presbytery Council.

SKILLS, KNOWLEDGE, ABILITIES AND QUALIFICATIONS:

- Familiarity with Presbyterian Church (U.S.A.) and the Board of Pensions is required.
- Recognized ordination as a teaching elder or ruling elder in the Presbyterian Church (U.S.A.) is required.
- Demonstrated active, growing and personal relationship with Jesus Christ as Lord and Savior is required.
- Experience in leadership of and development of healthy organizations is required.
- Demonstrated ability to maintain a positive, supportive attitude toward the administrative business of the Presbytery is required.
- Demonstrated ability to train and develop other leaders in the development of missional outreach programs, new and developing churches, mid-range congregations, and long-standing congregations is required.
- Demonstrated traits of reliability, trustworthiness and innovation are required.
- Excellent communication skills are required.
- Demonstrated ability to maintain long-range communication with ease and efficiency is required.
- At least ten years of experience serving as a pastor in local congregations is desired.