Position Descriptions for Presbyteries of Des Moines, North Central Iowa, and Prospect Hill

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EMPLOYMENT ARRANGEMENT:

The Operations Executive and Stated Clerk, Ministry and Mission Executive, and Pastor to the Presbyteries are employees of the Presbyteries of Des Moines, North Central Iowa, and Prospect Hill. These are full-time salaried positions defined at 40 hours/week.

The below position descriptions are intended to describe the general nature and level of work being performed by people assigned to these positions. This is not intended to be construed as an exhaustive list of all responsibilities, duties, skills, knowledge, and abilities required. With input from the executives, the Personnel Commission retains the discretion to add or change the functions, responsibilities, and/or qualifications for these positions at any time.

These are primarily remote (home office) positions, but some travel will be expected. Travel expenses will be reimbursed. Mileage will be reimbursed at the IRS rate for business use. Necessary equipment and a monthly stipend for home office and internet use will be furnished.

ACCOUNTABILITY

The presbyteries through the Personnel Commission. An annual review of performance, compensation, and reimbursements will be conducted by the Personnel Commission.

REVIEW AND EVALUATION

The UPP Personnel Commission will act as supervisors. An annual review of performance and compensation will be conducted by the Personnel Commission in collaboration with the Councils of the 3 presbyteries. The annual review is based on position descriptions and a written review will be shared with the Stated Clerk and the Personnel Commission. The moderator of the Personnel Commission shall maintain personnel files for the staff.

BENEFITS:

Vacation: 4 weeks (28 days)
Annual Continuing Education $2,000 and 2 weeks (14 days) cumulative up to 3 years
Sabbath of 6 weeks every 3 years or as negotiated with the Personnel Commission
Pension, Medical, Death and Disability through the Board of Pensions of the PC(USA)
Other benefits and policies as set forth in the United Presbyteries of the Plains Personnel Policies

SHARED RESPONSIBILITIES OF EXECUTIVE STAFF:

- Regularly provide reports to the Presbyteries to Councils, Personnel Commission, and Presbyteries.
- Provide guidance and support for the 'Discerning Ministry Together' efforts of DM, NCI, and PH Presbyteries
- Resource the Councils and Personnel Commission of DM, NCI, and PH Presbyteries
- Provide coverage for other staff members when they are out of office
- Represent the Presbytery's presence in the larger church and ecumenical community.
- Prioritize activities and tasks that support congregational vitality.

SHARED RESPONSIBILITIES OF ALL STAFF:

- Work collaboratively to fulfill the vision and mission of shared ministry among the presbyteries.
- Create an atmosphere which promotes Christian values and good staff morale.
- Attend regular staff team meetings (usually via videoconference) to plan work and participate as colleagues and partners in ministry.
- Team communications will be primarily via email, phone calls & texts, and videoconferences.

Position Description

Operations Executive and Stated Clerk - Remote

TITLE AND PURPOSE:

The Operations Executive and Stated Clerk is one member of a 3-person executive team which provides leadership and support for the ministry of Des Moines, North Central Iowa, and Prospect Hill Presbyteries, its members, and congregations.

The Operations Executive and Stated Clerk's role is primarily to properly maintain and preserve official records, and represent the Presbyteries of Des Moines, North Central Iowa, and Prospect Hill in fiduciary, legal, and ecclesial matters. As Stated Clerk, this employee is an Officer of each Presbytery for a stated term. The Operations Executive supervises the Office Administrator.

RESPONSIBILITIES AND PRIORITIES OF THE OPERATIONS EXECUTIVE AND STATED CLERK:

- Orient and Resource Presbytery Officers: Moderators, Vice Moderators, Council Moderators, Treasurers, and Personnel Commission chairperson
- Serve as an officer of the corporation for each presbytery, manage official correspondence, attest to actions of the Presbytery, and respond to inquiries regarding standing of members presbyteries in accordance with the Book of Order
- Complete the annual statistical report and other required reports from the Office of General Assembly; report results to the Presbytery.
- Coordinate with Synod of Lakes and Prairies Financial Services staff for policies and procedures regarding presbyteries' and United Presbyteries of the Plains finances
- Organize and lead training events as needed – polity training, boundary training, etc.
- Conduct minutes reviews with Clerks of Session from DM, NCI, and PH Presbyteries.
- Resource the Nominating Committees of DM, NCI, and PH Presbyteries.
- Resource finance committees of DM, NCI, and PH Presbyteries.
- Orient and resource Investigating Committees and Permanent Judicial Commissions in accordance with church discipline and presbytery procedures.
- Train and resource Operations Commissions as needed.
- Provide on-going training and support to clerks of session.
- Participate in Synod and General Assembly events appropriate to the position, including review of the Presbyteries' minutes with the stated clerks of the Synod of Lakes and Prairies.
- Along with presbytery moderators and staff, prepare dockets, coordinate and participate in stated and called meetings of DM, NCI, and PH Presbyteries.
- Serve as Parliamentarian and record minutes at meetings of DM, NCI, and PH Presbyteries.
- Record minutes at Commission on Ministry meetings of DM, NCI, and PH Presbyteries.
- Review minutes from DM, NCI, and PH Presbytery Council meetings.
- Supervise and evaluate the Office Manager

Position Description

Pastor to the Presbyteries - Remote

TITLE AND PURPOSE:

The Pastor to the Presbyteries is one member of a 3-person executive team which provides leadership and support for the ministry of Des Moines, North Central Iowa, and Prospect Hill Presbyteries, its members, and congregations.

The Pastor to the Presbyteries role is primarily that of a pastoral resource, nurturing relationships and missional witness by providing support and connection among church leaders and congregations.

RESPONSIBILITIES AND PRIORITIES OF THE PASTOR TO THE PRESBYTERIES:

- Provide pastoral care for congregations and church leaders in times of crisis and conflict, including emergencies.
- Resource the Commissions on Ministry for NCI and PH Presbyteries.
- Resource the Committees on Preparation for Ministry for DM, NCI, and PH Presbyteries.
- Maintain fruitful relationships among church leaders by organizing cohorts.
- Foster connection with and between our congregations and church leaders by planning and organizing Presbytery gatherings.
- Participate in Synod and General Assembly events appropriate to the position
- Provide training for Pastor Nominating Committees encouraging diversity of leadership.
- Conduct and provide reference checks for pastors in transition.
- Create and nurture relations with ecumenical partners for Joint Congregational Witness / mergers.
- Consult with PNCs regarding pastor compensation packages including Board of Pensions benefits.
- Consult with congregations and sessions regarding pastor separation packages including severance.
- Create and conduct elder training for ministry revitalization.
- Organize and participate in mission work trips.
- Serve as staff resource to Lakeshore Center at Okoboji Board of Directors
- Serve as liaison to seminaries and Presbyterian-related universities.
- Serve as liaison to Presbyterian Disaster Assistance for NCI and PH Presbyteries.
- Attend congregational celebrations and other events as time permits.

Position Description

Ministry and Mission Executive - Remote

TITLE AND PURPOSE:

The Ministry and Mission Executive is one member of a 3-person executive team which provides leadership and support for the ministry of Des Moines, North Central Iowa, and Prospect Hill Presbyteries, its members, and congregations.

The Ministry and Mission Exec role is primarily that of a pastoral resource, nurturing relationships and missional witness by providing support and connection among church leaders and congregations.

SPECIFIC RESPONSIBILITIES AND PRIORITIES:

- Provide pastoral care for congregations and church leaders in times of crisis and conflict, including emergencies.
- Resource the Commissions on Ministry for Presbytery of Des Moines
- Maintain fruitful relationships among church leaders by organizing cohorts.
- Foster connection with and between our congregations and church leaders by planning and organizing Presbytery gatherings.
- Provide training for Pastor Nominating Committees encouraging diversity of leadership.
- Conduct and provide reference checks for pastors in transition.
- Create and nurture relations with ecumenical partners for joint congregational witness/mergers.
- Consult with PNCs regarding pastor compensation packages including Board of Pensions benefits.
- Consult with congregations and sessions regarding pastor separation packages including severance.
- Attend congregational celebrations and other events as time permits.
- Serves as staff resource to the Mission Committees of each presbytery and coordinate shared mission initiatives among the presbyteries.
- Encouragement and support congregational mission through visits to congregations, sharing of resources, and equipping leaders and members for witness and mission.
- Organize and participate in educational/mission trips.
- Serve as liaison to Presbyterian Disaster Assistance in cases of local disaster or as needed.
- Participate in Synod and General Assembly events appropriate to the position

Position Description

Office Manager – Local Office

TITLE AND PURPOSE:

The Office Manager is an additional member to the 3-person executive team and works with and supports the ministries of the Presbyteries of Des Moines, North Central Iowa, and Prospect Hill, their members and congregations.

The Office Manager's role is primarily to support the executive staff and the ministries of the Presbyteries of North Central Iowa, Des Moines, and Prospect Hill through collection, retention, and dissemination of financial and ecclesial information.

SPECIFIC RESPONSIBILITIES AND PRIORITIES:

Communications responsibilities

- Communicate with each of the presbyteries by sending emails to pastors, clerks of session, etc. If an email is to go to all the pastors and/or clerks of session of a presbytery, this is often done by providing that information to Worship Times and they send out the email. But oftentimes communicate with a pastor or clerk of session individually.
- Keep records of the three presbyteries' communications and actions of the committees and commissions.
- Answer and respond to emails and phone calls, and direct to the appropriate executive.
- Open and redirect mail to the 3 presbyteries.
- Work with the Operations Executive to prepare and submit the annual Employer Agreement.
- Assist the Stated Clerk in completing the annual statistical report for each presbytery to the Office of General Assembly.
- Communicate via email with clerks of session about the annual statistical report to be completed by each church. This includes keeping track of who has and who has not submitted their report and emailing that clerk (oftentimes more than once) as the deadline for submission gets close, in an attempt to get as many clerks as possible to submit the form for their church.
- Attend and take minutes of the Council meetings of North Central Iowa and Prospect Hill. Until recently, also attended and took minutes of the Des Moines Leadership Council.
- Attend and take minutes of Prospect Hill's Budget & Finance Committee.
- Often initiate the agenda for each of the three presbyteries' Council meetings and send the draft agenda to the appropriate Council moderator and Stated Clerk.
- Email the agenda and meeting packet to members of the Council of each presbytery.
- Draft the Call to each stated and called meeting of each presbytery, email the Call to the Stated Clerk for review/approval, and when it is finalized email it to Worship Times to be sent in accordance with each presbytery's Manual of Operations.
- Initiate the docket for each of the three presbyteries' presbytery meetings and send the draft docket to the appropriate presbytery moderator and Stated Clerk.
- Prepare the meeting packet for each presbytery meeting, which includes the docket and any reports that have been submitted for that meeting.
- Communicate with the host church of a presbytery meeting to let them know what is expected of a host church and to coordinate deadlines for lunch registrations.
- Provide the presbytery meeting lunch registrations to each church prior to each presbytery meeting.
- Prepare the registration forms and name tags for each stated and called presbytery meeting.

- Attend each stated and called presbytery meeting to register everyone and be available for the meeting, assisting in any way needed.
- Assist the Personnel Commission and other commissions/committees with emailing agendas, documents and zoom link for meetings.
- Assist the Operations Executive/Stated Clerk with keeping track of the committee members, their class year and term of service, for each presbytery.
- Keep the pulpit supply list updated for each presbytery.
- Receive minutes review forms from clerks of session of each presbytery, process the forms for the Stated Clerk's review, approval and signature, and then provide the approved forms back to each clerk of session.
- At the request of the Operations Executive, Presbytery Moderator or Council Moderator prepare and send written communication via U.S. mail to the pastors, clerks of session, etc., of the churches of each presbytery.
- Keep track of pastor and clerk of session changes at churches; update each presbytery's spreadsheet, let Worship Times know if someone needs to be deleted or added, and update our shared contacts.

Financial responsibilities

- Make weekly deposits for each of the three presbyteries and UPP. This includes not only preparing deposit slips and taking deposits to the bank but entering the deposits onto the deposits Google document. Entering this information includes splitting each deposit between the accounts into which it goes, i.e. per capita, shared mission, one of the four PC(USA) special offerings, PDA, etc.
- Enter check requests for each of the three presbyteries and UPP onto the payment requests Google sheet.
- Keep track of North Central Iowa Mission Partnership Grants received. Prepare the consultation time schedule for each church to present their mission to the Mission and Ministry Committee and email that schedule to each M&M committee member and to the contact person for each church who submits an application.
- Pay the credit card statement, splitting each charge into the account into which it falls, i.e. office expense, telephone, an executive's travel account, etc., and record the amount of each account charge.
- Work closely with the payroll and accounting manager of the Synod of Lakes and Prairies, on payment requests, deposits, accounts.
- Keep track of expenses on the staff flexible spending accounts. Replenish the account after a claim is made and enter the expense on accounting software.
- Receive and save monthly financial statements for each presbytery and UPP.