

General Presbyter for the Presbytery of West Toronto

Purpose

The role of the General Presbyter (“GP”) within the bounds of the Presbytery of West Toronto will be to help and support the congregations in the name of the presbytery and to foster a cohesive and mutually supportive Presbytery organization as it seeks to serve our Lord Jesus Christ.

Responsibilities

- 1] Assist Ministers, Sessions and Congregations in Ministry and Mission:
 - a) Get to know our ministers, sessions, and congregations; become aware of their strengths, needs, and opportunities for ministry and mission.
 - b) Work with the Congregational Life & Work Committee to coordinate the presbytery congregational visitations teams by serving as an *ex officio* member of every visitation team, maintaining the records of visitations, and ensuring that recommendations and concerns arising from visitations are achieved in a timely manner. To be a consistent presence at every visitation.
 - c) In consultation with synod staff, assist ministers and sessions in evaluating, setting goals and planning for ministry, and to recommend resources as requested.
 - d) Serve as a facilitator with ministers and sessions at times of stress and conflict.
 - e) Provide pastoral care to ministers.

- 2] Encourage Relationships of Mutual Trust and Respect through Effective Communication:
 - a) Promote and facilitate dialogue, friendships and stronger relationships between the congregations and the Presbytery. Be a positive liaison between the presbytery and sessions/congregations.
 - b) Share meaningful stories from congregations within Presbytery and encourage resource sharing and networking between congregations with similar ministries. Social media may be one avenue to consider.
 - c) Attend events of significance in the life of congregations and pastoral ministries as time allows.

- 3] Respond to Critical Situations:
 - a) Act as presbytery’s “first responder” in consultation with synod staff, the clerk, moderator and the convenor of the Ministry Committee to gather an initial assessment of the situation.

- b) Participate in the resolution of such situations, as requested, and with consultation of synod staff.
- 4] Participate in the Courts and Committees of the Church:
- a) Attend meetings of the presbytery.
 - b) Welcome at all presbytery committee meetings.
 - c) Can not serve as a minister, an interim minister or interim moderator of a congregation within the bounds of the presbytery, or as the moderator or clerk of the presbytery.

Terms of Service

This is a contract position for a three-year term with the possibility of renewal. This position is half-time, which is deemed to be 20 hours per week on average. Financial compensation will be in accordance with the terms of the contract, including 5 weeks vacation time, 2 weeks continuing education with required allowance, and other benefits as mandated by the General Assembly.

The GP may be engaged with compensation by the Presbytery or a congregation for specified work through an additional contract when the work is deemed necessary but beyond the scope of the regular contract position. This may include extraordinary service in a critical situation, or on the rare occasion, other tasks as deemed appropriate by the Presbytery. The GP may have other contract work within the Presbytery or beyond if desired.

The GP will have an initial expense account of up to \$1,500 to set up an office, and an annual \$3,500 expense budget including mileage. The GP will submit receipts to the Presbytery treasurer.

The Presbytery will ensure liability insurance coverage for the General Presbyter.

Accountability and Review

The General Presbyter is appointed by Presbytery and accountable to it through the Business Committee.

The Business Committee will review the role and position of the GP six months prior to the end of the contract period.

Administrative Responsibilities (time not to exceed 15% of contract) include:

- a) Collaborate with the Business Committee in preparation of an annual work plan.
- b) Maintain confidentiality.
- c) Maintain a record of time spent on all work.
- d) Each year, provide four reports to the Business Committee, one of which will be an annual written review of ministry, and as to future plans and goals. The other three reports will be progress reports.
- e) Maintain a working relationship with peers in the denomination and the wider church and remain current regarding available resources.

Key Competency Requirements

- Excellent interpersonal and conflict resolutions skills in addition to a high emotional quotient and ability to enliven congregations into vitality.
- Be wise with strong discernment skills
- Strong communication skills, oral and written.
- Excellent time management skills. Strong planning, follow-up and organizational skills.
- Ability to set short/long term goals to meet identified needs, achieve them, and evaluate results.
- Strong computer skills. Open to new technologies.
- Proficiently knowledgeable and able to work within the polity of the PCC.

Minimum Qualifications

- An ordained minister of the Presbyterian Church in Canada.
- At least five years of pastoral experience.
- Current police records check within the vulnerability sector.