

**THE PRESBYTERY OF LONG ISLAND
TRANSITION PRESBYTER
POSITION DESCRIPTION
FOR 2010**

I. TITLE

Transition Presbyter

II. PURPOSE

This temporary position is designed to provide leadership of the Presbytery of Long Island, Presbyterian Church (U.S.A.), and the Presbytery staff in this time of transition between the retirement of the Interim Executive Presbyter and the hiring of the General Presbyter.

III. GOALS

- A. Serve as Head of Staff during this time of transition.
- B. Assume the responsibilities of the Interim Executive Presbyter identified below.

IV. ACCOUNTABILITY

The Transition Presbyter is accountable to the Shepherding Council through its Personnel Committee.

V. RESPONSIBILITIES

- A. Head of Staff
 - 1. Facilitate a collegial and collaborative team approach among the Presbytery staff, Shepherding Council, committees, and task forces in their implementation of Presbytery policies, decisions, and programs.
 - 2. See that Presbytery staff services continue to be available to Presbytery teams, councils, and committees, and serve as a member ex officio (without vote) on the Committee on Ministry.
- B. Resource to Committee on Ministry
 - 1. Serve as staff resource and advisor to the Committee on Ministry.
 - 2. Advise the Committee on Ministry on temporary pastoral leadership to congregations with vacant pulpits. Serve as the main resource for providing names of potential interims.

3. Match Personal Information Forms electronically with Church Information Forms for Pastor Nominating Committees. As often as possible, the Transition Presbyter will peruse these forms and use her skills and knowledge to discern appropriate matches, in order to support and expedite the work of the Pastor Nominating Committees.
 4. Respond to requests for executive reference checks whether for candidates being considered by Long Island churches or from other presbyteries or synods considering candidates from the membership rolls of the Long Island Presbytery.
- C. Resource to Committee on Nominations and to Nominating Team.
1. Serve as staff resource and advisor to the Committee on Nominations.
 2. Work with the Committee on Nominations to re-develop it to become self-sustaining.
 3. Serve as staff resource to the Nominating Team of the Shepherding Council.
- D. Resource to Committee on Representation
1. Serve as staff resource and advisor to the Committee on Representation.
 2. Serve as liaison between the Committee on Representation and the Committee on Nominations if so requested by either committee.

VI. RELATIONSHIPS

The Transition Presbyter is a member of the Executive Collegium of the Synod.

VII. TERMS

The Associate for Congregational Resourcing is a half-time exempt position (approximately 25 hours per week). The position of Transition Presbyter will increase this time to a three-quarter time exempt position (approximately 30 hours per week).