

# PRESBYTERY OF NEW YORK CITY

475 Riverside Drive, Suite 1270  
New York, NY 10115-0240

Tel: (212) 870-2221

Fax: (212) 870-2737

On the Web: [www.nycpresbytery.org](http://www.nycpresbytery.org)



## Transitional Presbyter Job Description

- Full-Time (40 hours per week)
- Effective salary range \$100,000 - \$120,000;
  - Board of Pension benefits, Study Leave, and Travel Allowance to be computed in addition to the effective salary.
- Accountable to Presbytery through the Personnel Committee
- Send Cover Letter, Resume, and 3 References to: [Search@presbynyc.org](mailto:Search@presbynyc.org)

## Purpose

The Transitional Presbyter shall act as a Presbyter for Transformation as she/he/they leads the Presbytery of New York City (PNYC) in a process of reflection and revision of its mission. The work of the Transitional Presbyter will be guided by the Matthew 25 Vision of the Presbyterian Mission Agency, accompanying Presbytery leaders in addressing the goals of dismantling structural racism, building congregational vitality, and eradicating systemic poverty, as the PNYC continues to develop faithful responses to: multiple impacts of the coronavirus pandemic, local, national, and global justice concerns, intersectional trauma, violence in its many forms, among other concerns of our present time. In doing this work, the Transitional Presbyter will help to prepare the PNYC for its next leader (Executive Presbyter).

## Relationship and Responsibilities of the Transitional Presbyter

### Pastoral:

- Exemplifies and embodies the love and justice of Jesus Christ.
- Provides care and compassion as a pastor to pastors, committees, commissions, and congregations as the Presbytery lives into the changes of leadership.

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- Advocates for congregations that have felt neglected and ignored by the Presbytery, including (but not limited to) racial-ethnic congregations, congregations without pastors, immigrant fellowships, new worshipping communities, and congregations served by commissioned lay pastors.
- Participates in the worship of the Presbytery and its constituent groups.

## **Missional:**

- Collaborates with Presbytery leaders, congregations, and community partners in the Matthew 25 Vision by working to dismantle structural racism, build congregational vitality, and eradicate systemic poverty so that action plans can be developed, executed, and led by ecclesial leaders and groups.
- Assists in nurturing and strengthening the congregations and fellowships of the Presbytery and their congregational leaders as they engage in ministry for these turbulent times.
- Supervises and supports the work of Presbytery committees and commissions with detailed attention to action plans, deadlines, and efficiencies.
- Coordinates with staff and appropriate committees of the Presbytery's ministry with pastors, sessions, and candidates, giving attention to the needs of the diverse constituencies within the Presbytery.

## **Executive:**

- Leads as Head of Staff with accountability to the Presbytery through the Personnel Committee.
- Liaises with appropriate individuals and ministries of the Synod of the Northeast and General Assembly for the enhancement of congregational life and ministry.
- Interprets and advocates the interests of the Presbytery to the Synod and General Assembly, and the interests of the Synod and General Assembly to the Presbytery.

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- Coordinates the work of any Synod and General Assembly staff working with the Presbytery in accordance with arrangements and policies established in consultation with the Synod and General Assembly.
- Serves as representative and spokesperson as needed, for the Presbytery in ecumenical and interfaith relationships, and to the community and society in accordance with Presbyterian polity.
- Communicates actions and outcomes in a quantifiable manner, conducive to ecclesial justice and reconciliation that are goal-oriented, solutions-based, and coalition-building.

## **Experience / Skills / Qualifications:**

- A strong and growing Christian faith grounded in a keen understanding and practice of Reformed Theology and Presbyterian polity.
- Ordination as Ruling Elder or Minister of Word and Sacrament in the Presbyterian Church (U.S.A.).
- Training in transitional leadership, anti-racist approaches and interventions, and systemic analysis within and for the Church.
- Ability to be a deep listener, communicator, and connector to address the grief, hurt, anxieties, and hopes of a Presbytery in its transition of leadership, mission, and vision.
- Demonstrated ability to provide innovative and visionary organizational leadership rooted in spiritual depth, informed by the challenges and opportunities of our current times (e.g., ministry in the midst of pandemic, public policy issues, gun violence, Black Lives Matter, gender justice, LGBTQIA+ inclusion, hybrid worship, and more).
- Demonstrated ability to manage conflict, unequal power dynamics, and strong personalities, in a manner that fosters grace, parity, justice, and reconciliation.

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- Superior administrative, organizational, and communication skills, both verbal and written, and the ability to be self-motivated, meet established deadlines, and move easily between projects and tasks.
- Good computer skills, with knowledge of Microsoft Office (i.e. Word, PowerPoint, Excel), and technologies including Zoom, email, and social media platforms.