

ORGANIZING CO-LEADER

Purpose

The Organizing Co-Leader provides encouragement, guidance, and resourcing in the areas of leadership development, worship, evangelism, and responsible administration.

Relationship to the Presbytery

Councils higher than the session may employ such staff as is required by the mission of the body. The Organizing Co-Leader is accountable to the Presbytery through the Administrative Operations committee.

Roles:

Staff Resource for Administrative Operations Committee, Finance Committee, Nominating Committee, Committee on Representation, and CPM. Head of Staff, Convener of the Vision Team, Convener of the Leadership Summit, Vision Facilitator, Mission Strategy Facilitator.

What is Necessary: Assigned Book of Order Responsibilities

- Establish and maintain those ecumenical relationships that will enlarge the life and mission of the church in its district
- Exercise pastoral care for the congregations and members of presbytery

What is Helpful: Additional Responsibilities

- Facilitates the Presbytery's shift from a regulatory emphasis to an emphasis on resourcing and support
- Encourage big dreams
- Provide training and coaching to leaders
- Nurture congregations
- Cultivate relationships and community at all levels
- Imagine and foster new ways of being together
- Exercise effective administrative roles - including Head of Staff
- Support presbytery staff, teams, and congregations

Notes:

The Administrative Operations committee has requested that the Co-Leaders regularly consult on shared roles and responsibilities.

Type of Employment

Full-time (35-40 hours/week), exempt/salaried position

Terms of Call

Determined by the Administrative Operations Committee with approval by the Presbytery ordinarily on a contractual basis.

Effective Salary	
Salary	\$ 53,684
Housing	\$ 50,000
Reimbursable Expenses (By Voucher)	
Professional Expenses Reimbursements (including mileage at IRS rate)	\$ 5,000
Continuing Education	\$ 1,800
Benefits	
SECA Supplement (.0765%)	\$ 7,931.83
PC(USA) Board of Pensions Transitional Pastor's Plan	\$ 44,584.12
Medical, Pension, Disability and Death, Dental, Vision, FSA, HSA and other options according to the employer agreement	
Paid Time Off	
Vacation = 4 weeks + 2 days	
Continuing Education = 2 weeks	

NOTICE:

This agreement is in effect for a period of 24 months, subject to an annual performance evaluation and cost of living adjustments, and may be renewed for an indefinite term. The Presbytery will provide a sixty (60) day end of call notice. Additionally, either party may end the call with a sixty (60) day notice.

Employee

Date

Chair of Administrative Operations

Date