

**HEARTLAND PRESBYTERY  
PRESBYTERIAN CHURCH (U.S.A.)  
POSITION DESCRIPTION FOR INTERIM EXECUTIVE PRESBYTER  
TITLE: INTERIM EXECUTIVE PRESBYTER**

**THEOLOGY OF EMPLOYMENT.** Implicit in Christian theology are certain basic assumptions about persons which should be considered in the Church's employment practices if the Church is to be faithful to its best insight. Heartland Presbytery's full statement of its Theology of Employment is stated in Section I of the Employee Handbook.<sup>1</sup>

**AUTHORITY TO HIRE.** Pursuant to Section VII.A of the Employee Handbook, the Personnel Committee has determined that, based on the needs of the offices, the Presbytery's finances, and the time needed to fill the vacant position, the Personnel Committee will hire a qualified person to perform the Interim position.

**ACCOUNTABILITY:** The Interim Executive Presbyter is accountable to Heartland Presbytery through the Council's Personnel Committee.

**EXPECTATIONS:** We seek a candidate who has relevant executive level experience.

**RESPONSIBILITIES.**

**A. Primary Responsibilities**

1. Guide and nurture the Presbytery towards a unified community with a shared spiritual purpose, focusing on creating a cohesive structure and organizational clarity.
2. Moderate and engage the Presbytery in spirit-led communications to discuss and resolve issues.

**B. Other Responsibilities**

1. Staff the Presbytery Council and its commissions and committees:
  - Council committees (Business Affairs, Trustees, Personnel Committee)
  - Commission on Ministry
  - Committee on Commissioned Ruling Elders
  - Committee on Preparation for Ministry
  - Heartland Presbyterian Center Board of Directors

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<sup>1</sup> The Heartland Presbytery Employee Handbook is available online as Appendix 19 to the Heartland Presbytery Manual of Operations.

- LAMP Board of Directors
  - Administrative Committees & Commissions
2. Serve as chief administrator and head of staff for the Presbytery office, supervising the Presbytery's staff in consultation with the Personnel Committee.
  3. Coordinate with the appropriate persons the oversight of the business affairs and annual budget of the Presbytery.
  4. Support and encourage the programmatic ministry of Heartland Presbytery.
  5. Provide pastoral support to the congregational leadership of Heartland Presbytery.
  6. Serve as the spokesperson for the Presbytery to all media.
  7. Serve as a representative to ecumenical and community organizations when appropriate.
  8. Attend other governing body meetings.

**RELATIONSHIPS:** Work with the Presbytery staff in the development, implementation, and coordination of the Presbytery's visions, goals, and programs.

**EVALUATION:** There is an annual review and evaluation of performance in relationship to the position description by the Personnel Committee.

**EMPLOYMENT COVENANT:** This person is hired as a full-time exempt employee, for a term of two (2) years, renewable and subject to review in accordance with the personnel policies of Heartland Presbytery.