

**POSITION DESCRIPTION**  
SYNOD OF THE SOUTHWEST

TITLE: *INTERIM* SYNOD EXECUTIVE/STATED CLERK

TERM: *One year*, renewable, with annual evaluation

PURPOSE: The purpose of the position of *Interim Synod Executive/State Clerk* is to lead the elected persons and staff as a team, to strengthen the life of the presbyteries so that they can strengthen the life of congregations.

ACCOUNTABILITY AND EVALUATION: The *Interim Synod Executive/Stated Clerk* is accountable to the synod. The synod delegates the supervision to its personnel committee. The synod personnel committee shall annually review the work of the *Interim Executive/Stated Clerk*, including position description review and appraisal.

PERSON DESCRIPTION:

The *Interim Synod Executive/Stated Clerk* will:

1. Be an ordained elder or minister of the Word and Sacrament, supportive of Christ's church and loyal to the Presbyterian Church (U.S.A.)
2. Be experienced in the work of governing bodies with the Presbyterian Church (U.S.A.); experience in synod is desirable
3. Be knowledgeable and supportive of the multi-cultural nature and mission of the church in the Southwest
4. Have proven administrative ability *skills and strong leadership skills*
5. Be willing to travel
6. Be able to work effectively in processes of change and transition

PERSONAL CHARACTERISTICS

The *Interim Synod Executive/Stated Clerk* should:

1. Be willing to work with persons of diverse cultures and points of view
2. Be able to cope with stress
3. Have an attitude of openness and sharing of leadership
4. Be willing to share faith stories
5. Be a living example of faithfulness to Jesus Christ
6. Be flexible in working relationships
7. Have a sense of humor about life and self

RESPONSIBILITIES AND RELATIONSHIPS:

1. The Synod and its four presbyteries are in transition toward a decentralized partnership model of working together in mission. The *Interim Synod Executive/Stated Clerk* works with the Synod and the presbyteries to implement the transition plan with particular attention to:

- a. new model of being the church in our context
- b. emerging mission opportunities
- c. development of new communities of faith
- d. making maximum use of limited resources and organizational structure
- e. funds development to support mission in Arizona and New Mexico

2. In a communicator who:
  - a. represents the interests of the Synod to the whole church and those of the whole church to the Synod
  - b. maintains communication with presbyteries, general assembly, mission agencies and institutions, ecumenical partners, and the community outside the church
  - c. communicates all official correspondence of the synod to stated clerks of other governing bodies, especially the presbyteries within its bounds
3. Is the administrative officer of the Synod who:
  - a. oversees implementation of its decisions and integrates strategic planning with that of presbyteries and General Assembly
  - b. fulfills the office of Secretary-Clerk of the synod trustees
  - c. keeps a full and accurate record of the proceedings of the Synod and its trustees, preserves these records, and grants extracts from records when properly required (G-9.0203 and G-12.0304)
  - d. records and publishes the minutes of synod meetings
  - e. provides to members of synod thirty days notification of all regular and called meetings with a docket and written reports
  - f. fulfills the duties of the Interim Stated Clerk set forth in the Book of Order (G-9.0203, G-12.201, G-12.0304), the *Rules of Discipline* regarding judicial process, the By-laws of the Synod of the Southwest, and other duties as the Synod requests
  - g. publishes an annual synod directory
  - h. *research and prepare an updated draft of the Manual of Operations*
  - i. *would participate in Synod Executive Committee meetings*
4. Works as a colleague with the *three* executive presbyters, initiating regular meetings for support, information sharing, coordination and planning
5. Is head of staff who:
  - a. supervises and coordinates all Synod staff, directs assignments of support staff, and provides direct supervision of presbytery and general assembly staff assigned to synod responsibilities and
  - b. implements church-wide and synod AA/EEO policies and other personnel policies
6. Works with presbyteries in the development, promotion and maintenance of mission in New Mexico and Arizona, with particular attention to:
  - a. racial/ethnic work
  - b. historic mission commitments
  - c. new opportunities with fulfill synod mission goals
7. With *Finance and Stewardship Development*, financial administrator, and treasurer, supervises the preparation and implementation of a synod budget and oversees the Synod's financial transactions
8. Provides for staff services to synod committees and task forces, and serves as an ex-officio members of all Synod entities and serves as counselor and advisor on constitutional and parliamentary matters