

Presbytery Personnel Updates to Job Descriptions

Presbytery of Transylvania: Job Description General Presbyter: Full Time

PURPOSE: The General Presbyter shall work to provide leadership in the implementation of the Presbytery's vision and to further the mission of Jesus Christ in the world.

RESPONSIBILITIES:

Responsibilities:

1. Presbytery and Staff Leadership

- a. Provide creative and visionary leadership, guiding and implementing strategies for Presbytery's life and mission in new and evolving realities and needs;
- b. Model and promote a culture of transparency, trust, and respect for and reconciliation of the cultural, social, and theological diversity within the Presbytery;
- c. Serve as Head of Staff, lead staff meetings, coordinating the work of staff members to best match their gifts, skills, and passions with the ongoing needs of the Presbytery; encouraging their spiritual health and professional development, and working with the Administration Commission, facilitate staff reviews and identify and address concerns as they arise;
- d. Work with other leaders in preparing for Presbytery meetings and commission meetings;
- e. Serve as the Presbytery's primary representative to ecumenical networks and, in conjunction with the Stated Clerk, denominational networks, including Synod and General Assembly;
- f. Participate and represent Transylvania Presbytery as a member judicatory of the Kentucky Council of Churches.
- g. Serve as the primary contact for all public relations matters;
- h. Serve as an ex-officio member without vote of the Coordinating Commission and all other Commissions and Ministry Areas of the Presbytery;
- i. Provide general oversight for Presbytery's finances, together with the Presbytery's Business Manager and Administration Commission.
- j. Assist in preparing the annual budget in consultation with the rest of the staff and committee/team chairs, based on Presbytery's mission, goals, and resources, for approval by the Administration Commission and Presbytery.

2. Communications

- a. Coordinate a comprehensive strategy for communication among congregations, ministers, Presbytery staff, and Presbytery's committees and commissions.

3. Congregational Assistance and Support

- a. In coordination with the other leadership staff, direct and participate in the Presbytery's strategy for assisting, supporting, and equipping its congregations and members according to the particular gifts, passions, and location of staff members and the organizational configuration and goals of the Presbytery;

- b. Visit with pastors, sessions, and congregations, including preaching and moderating meetings;

- c. Advise and assist pastors and congregations through ministry transitions and difficulties;

- d. Seek opportunities to gather pastors together for mutual encouragement and accountability.

- e. Support Pastors through personal and professional crisis.

5. Direct and coordinate the work of the leadership staff to provide staff liaisons for the commissions, ministry teams, and committees of the Presbytery.

6. Perform such other duties as may be required by the Coordinating Commission or Presbytery.

REVIEW: An periodical review will be conducted by the Administration Commission (Staff Services) of the Presbytery.

ACCOUNTABILITY: The General Presbyter is accountable to the Presbytery through the Coordinating Commission (for Manual of Operations) and Administration Commission (Staff Services) for periodic and comprehensive reviews.

QUALIFICATIONS: Must be 1) an ordained elder (ruling or teaching) in the Presbyterian Church (USA), or 2) ordained clergy of a denomination in communion with the PCUSA, or 3) a committed Christian who has a) demonstrated effective leadership of an organization whose mission is compatible with the mission of Jesus Christ in the world and b) who has been elected by the Presbytery of Transylvania.

POSITION DESCRIPTION

Stated Clerk

Stated Clerk is an exempt, part-time position.

PURPOSE:

The Stated Clerk is an elected officer of the Presbytery mandated by the *Book of Order* to record the transactions of the governing body, keep its rolls of membership and attendance, preserve its records carefully, and furnish extracts from them when required by another governing body of the church (G-3.0104). In addition, the clerk has specific duties required by the *Book of Order* in the Church Discipline section and the inquiry and candidacy process (G-2.0508, G-2.0509, G-2.0704).

The Stated Clerk is also the Corporate Secretary and Process Agent of the Presbytery of Transylvania.

RESPONSIBILITIES:

Perform all duties required by the *Book of Order* of the Presbyterian Church (USA) pertaining to documents, records, and rolls; annual statistics and review; communication to other governing bodies; and providing for meetings of the Presbytery.

Perform all duties required as Corporate Secretary and Process Agent of the Presbytery of Transylvania.

Serve as parliamentarian of all Presbytery meetings.

Consult with and resource Pastors and Sessions as requested.

Offer periodic training workshops for clerks of sessions.

Give due notice of all stated and called meetings of the Presbytery.

Maintain and distribute all official documents.

Assist the Presbytery Moderator in relation to parliamentary procedure and polity.

Serve as the recording secretary of all Presbytery Coordinating Commission meetings.

Coordinate matters of preparation for meetings of Presbytery with General Presbyter.

Resource appropriate Presbytery commissions and ministries as assigned by the General Presbyter.

Participate in staff meetings as requested by the General Presbyter.

Participate in meetings of the Synod of Living Waters.

REVIEW:

The Stated Clerk will be reviewed by the Administrative Commission (Staff Services) in consultation with the General Presbyter.

ACCOUNTABILITY:

As an officer of the Presbytery, the Stated Clerk is accountable to the Presbytery through the Administrative Commission.

QUALIFICATIONS:

Be an ordained teaching or ruling elder in the Presbyterian Church (USA). Have an extensive knowledge of Presbyterian polity, *The Constitution of the Presbyterian Church (USA)* and parliamentary procedure (*Robert's Rules of Order*).

Employee: Jerry L. Utt, II

Start Date: 5/1/14

Updated: 10/27/25

Presbytery of Transylvania: Position Description
Business Manager/Bookkeeper

Business Manager/Bookkeeper,: exempt, full-time, permanent employee

Purpose: To further the mission of the Presbytery of Transylvania by providing for general management of the business affairs of the Presbytery of Transylvania; serve as a staff resource and financial consultant to the Treasurer, General Presbyter, Presbytery commissions and ministries.
Serve as administrator of Presbytery business operations, bookkeeping and accounting, computer operations and technology; act as property administrator; and integrate office services and processes for maximum usefulness to staff and ministries of Presbytery.

Responsibilities:

1. Financial Management
 - a. Develop and manage the presbytery's annual budget, in coordination with the presbytery treasurer and Administrative Commission.
 - b. Oversee accounting functions, including accounts payable and receivable, payroll, and financial reporting.
 - c. Prepare regular financial reports for the presbytery leadership, commissions and ministries.
 - d. Coordinate the annual review of the presbytery's financials with the Presbytery's auditors.
2. Administrative Oversight
 - a. Manage office operations, including facilities management, technology support, and resource allocation.
3. Support for Presbytery Initiatives
 - a. Collaborate with presbytery leaders to support various ministry programs and initiatives.
 - b. Provide logistical support for presbytery meetings, events, and training sessions.
 - c. Provide administrative support for the stated clerk.
 - d. Serve as a Presbytery liaison with the Board of Pensions.
4. Function as member of staff team

Position Qualifications:

- ❖ Able to maintain confidentiality
- ❖ Bookkeeping and Accounting
- ❖ Computer ability-word processing, spreadsheets, database management, and electronic communication, Microsoft Office Professional including Publisher, ACS experience helpful
- ❖ Administrative and management experience
- ❖ Detail-oriented
- ❖ Able to meet deadlines
- ❖ Ability to multi-task
- ❖ Ability to relate well to and serve the public
- ❖ Ability to work as part of a staff team
- ❖ Christian faith commitment

Review: After 90 days; then annually by the General Presbyter

Accountability: The Business Manager/Bookkeeper is accountable to and supervised by the General Presbyter.

Employee: Robyn Justus
Start Date: 11/20/01
Updated: 10/27/25

Urban Village
Executive Director/Mission Developer

The Executive Director/Mission Developer of Urban Village serves as the primary liaison among the Urban Village Staff, Urban Village Leadership Team, the community of Nicholasville and Jessamine County, and the congregations and other ministries of Transylvania Presbytery.

The main responsibility of the Urban Village Executive Director/Mission Developer is to cast the vision for and then strategically develop the mission and ministry of Urban Village toward the ultimate goal of becoming a sustainable business that supports a growing witnessing community of faith.

Administrative

- Serve as Head of Staff for Urban Village and moderator of the Urban Village Leadership Team
- Ensure regular communications to congregations of Transylvania Presbytery
- Build relationships in and with Jessamine County leaders, families, schools, businesses, and other entities (i.e. home school groups, Health Department, recovery ministries, etc.)
- Recruit and train volunteers
- Update website and social media
- Oversee the budget and finances of Urban Village, lead fundraising campaigns, and write grants

Programmatic

- Build the “village” aspect of Urban Village through connecting with a variety of ages, abilities, and groups who can find a home at Urban Village (i.e. book groups, homeschools, preschool play, Autism Support Group, etc.)

Spiritual

- Surround Urban Village with prayer
- Model the life of faithful discipleship in all interactions with the community
- Ensure Urban Village is place of welcome and grace for all God’s children
- Build relationships with staff and participants that open paths to spiritual conversations
- Lead weekly faith-based Bible Study and youth group
- Develop and lead Christian Formation opportunities for children, youth, and adults

REVIEW: A periodical review will be conducted by the General Presbyter and the Administration Commission (Staff Services) of the Presbytery.

ACCOUNTABILITY: The Urban Village Executive Director/Mission Developer will be supervised by the General Presbyter and is accountable to the Presbytery through the Commission on Transformation and Innovation (for Manual of Operations).

QUALIFICATIONS: Must be 1) an ordained elder (ruling or teaching) in the Presbyterian Church (USA), or 2) ordained clergy of a denomination in communion with the PCUSA, or 3) a committed Christian who has a demonstrated effective leadership of an organization whose mission is compatible with the mission of Jesus Christ in the world.

Employee: Beth Garrod-Logsdon

Start Date: 9/1/23

Updated: 10/27/25