

Personnel Committee
Bill Martin, Chair
October 26 & 27, 2012

The Personnel Committee has approved three position descriptions during the past quarter: part-time Resource Center Director, Interim Associate Presbyter for Mission, Witness and Church Support, and a part-time Interim Mission and Guatemala Partnership Coordinator.

A part-time position as Resource Center Director was approved for The Jo Bales Gallagher Resource Center, located in the Moore Center at Montreat Conference Center. Funding for this position will come from private donors and be managed by the Resource Center Task Force, a sub-committee of the Christian Education Committee. A search is currently underway to fill this position.

The Personnel Committee gives thanks for the work that the Reverend Grace Boyer, Associate Presbyter, has done in this Presbytery. We appreciate her deep faith in Christ, her pastoral nature, and her effective work to further the mission of this Presbytery. Many of our congregations have heard her share the great work of this presbytery, often preaching and participating in various worship services, Bible studies and training sessions. Her passion for mission and how mission can enrich the life of our congregations has been greatly appreciated. We will miss her and wish her God's speed. We are happy that she will be returning to this area in the fall of 2013 and know that God will have special things in store for her. We hope you will take time at this Presbytery meeting to express your appreciation to Grace.

Along those lines, we will need someone to work in the areas that Grace is leaving behind. We are looking for an Interim Associate Presbyter, who will have responsibility in the areas of mission, witness and church support. This is a flexible position as the needs of the presbytery continue to change. The position description is attached (Administrative Board Attachment 4). We hope you will help us find a special person for this position.

Ellen Dozier, who has served as the Guatemalan Partnership Coordinator, is retiring from this position in February, 2013. We appreciate and give thanks for her work. The experience she has brought to this position, after having been a mission co-worker in Guatemala for so many years, has been invaluable. Ellen's passion and care for the people of Guatemala and her understanding of what it means to be in partnership is a gift that she has shared with us these last few years. Under her guidance, the Guatemalan Partnership has formed a leadership team with rotating terms, which will guide the Presbytery in the coming years. The leadership team is composed of a Moderator and Coordinators for the following: Children's Scholarship, Church to Church Partnerships, Trips to Guatemala, Health, Presbyterian Women, and Youth. Children's Scholarship, Church to Church, and Health each have subcommittees to involve more people in the leadership. We hope you will also thank Ellen for her ministry.

The position replacing Ellen's will be an interim position. It will be broader than just the Guatemalan Partnership and will be a combination of mission coordination and Guatemala Partnership. The exact responsibilities will depend on the person's experience and skills. Please see that position description (Administrative Board Attachment 5) for more information.

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The Search Committee for these positions is composed of Otis Wilson, chair; Michael Bailey, First Morganton; Helen Hall, Dulatown; Bill Martin, First Hickory; Judy Nebrig, Brevard-Davidson River; and Paula Wallace, West Avenue. Both positions will be posted on our website. If the candidate selected for the

Interim Associate Presbyter speaks Spanish, then these two job descriptions could be modified. Those interested in applying for these positions should send a Personnel Information Form or resume, along with a cover letter detailing specific experience, to the Presbytery office, attention Tonya Williams, 114 Silver Creek Road, Morganton NC 28655 or via email at twilliams@presbyterywnc.org.

ADMINISTRATIVE BOARD

ATTACHMENT 4

RESPONSIBILITIES OF INTERIM ASSOCIATE FOR MISSION, WITNESS, AND CHURCH SUPPORT

The Interim Associate's responsibilities shall include the following:

- Resource the committees and projects of the Witness Division, including Hunger, Peace and Justice, Self-Development of People, Mission (Malawi Mission, Disaster Relief, Mission Co-worker Support), Evangelism and New Church Development. Also resource the Campus Mission Committee of the Discipleship Division.
- Understand and articulate the Biblical and theological basis for engaging in mission, hunger, peace and justice, creation care, evangelism and new church development work.
- Be an advocate to the Presbytery of Western NC and its churches, helping them develop an understanding of and commitment to their call from God to be missional and respond to the needs of individuals and society, locally and globally.
- Be available to congregations and prepared to interpret and promote support for the ministries of the Presbytery, the denomination and the wider Body of Christ.
- In conjunction with mission trip co-leaders, plan and provide the orientation for team members, arrange trip logistics, and provide guidance for participants in integrating and sharing their mission team experience upon return.
- Focus on renewal and transformation, as congregations seek to grow in new ways responding to God's call in Jesus Christ.
- Along with presbytery staff, Committee on Ministry and others, work with churches, pastors and sessions building strong relationships and providing resources, support and encouragement.
- Along with other Presbytery staff, provide pastoral care to pastors, educators and other church professionals, and encourage colleague groups.
- Support COM liaisons and trainers and their work with churches in the call process, and churches struggling or in conflict about their mission.
- Visit churches in order to provide a Presbytery presence through teaching, preaching and resourcing.
- Coordinate with the Interim Guatemala Coordinator the Presbytery's role in the Guatemala Partnership.
- Be part of a Presbytery team to further the mission and vision of the Presbytery.

This position encourages missional churches and a missional presbytery. It is a combination of church and pastor support, outreach, witness and mission. The exact responsibilities can vary depending on experience, skills and passion of the individual and current need of the Presbytery. The position requires flexibility as the needs of a presbytery are always changing. The person filling the interim position, who can be clergy or laity and will be able to apply for any permanent positions. The Interim position's maximum salary, housing, and continuing education is \$63,000. Travel expenses come from a travel pool. This position reports to the General Presbyter.

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ATTACHMENT 5

INTERIM PART-TIME MISSION AND GUATEMALAN PARTNERSHIP COORDINATOR

The Guatemalan Partnership is an 18 year old formal covenant relationship with two presbyteries, Sur Occidente and Suchitepéquez, on the west coast of Guatemala. The original Covenant was signed in 1994, and has been renewed every five years. In addition to the presbytery-to-presbytery partnership, there are 32 church-to-church partnerships. The two presbyteries in Guatemala each have a part-time partnership coordinator and a partnership committee.

The Leadership Team Committee of this Presbytery's Guatemala Partnership is organized with a partnership coordinator and six other leadership team committee members who each organize a ministry area: Health/Nutrition, Presbyterian Women, Church Partners, Youth, Scholarships, Delegation Trips.

In addition to the Partnership Coordinator responsibilities, this position can also be paired with another area of mission in the Presbytery, depending upon the person's interest, experience, and passion. Other areas could be Hunger, Malawi mission, Mission Co-Worker support, Peace & Justice, Evangelism, or New Church Development.

The Guatemalan Partnership Coordinator is responsible for all aspects of the partnership, working with the other six Leadership Team Committee members and the partners in Guatemala.

The Specific roles of the Partnership Coordinator:

- * Participate in regular Leadership Team meetings
- * Participate in annual November trip to Guatemala
- * Maintain communication with PWNC staff, monthly staff meetings or a written report for monthly meetings. Prepare report for quarterly Presbytery meetings.
- * Send out monthly email updates to partner church representatives with information about partnership
- * Keep list of partner church representatives up to date and share list with committees
- * Plan gatherings of partner church representatives
- * Maintain and update web page
- * Maintain communication with two Coordinators in Guatemala
- * Keep track of different budget accounts and the line item on Guatemala Partnership in the Presbytery budget. Make request to accountant in Presbytery office when money needs to be wired to Guatemala
- * Be sure that each committee has sent computer files and hard copies as needed to Presbytery office every 6 months
- * Resource sub-committees of the Leadership Team as needed

Experience:

This person should either speak Spanish or be in the process of learning to speak Spanish.

The annual three-presbytery Guatemalan Partnership Leadership Team meeting occurs every October/November in Guatemala to work out plans for the following year. This year, the trip will be October 30-November 7, 2012. In addition, in 2013, the PCUSA Guatemalan Mission Network will meet in

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Guatemala January 29-February 1. The Coordinator's travel expenses will be paid as a part of his/her work expenses.

In addition, this person would be a part of the Presbytery staff, and therefore have a broad view of the work of the Presbytery. The person would be a part of staff meetings, as needed, and also need to be in the office regularly for communication purposes. All minutes and materials should be available in the office. As a part of the office staff, this person on occasion would represent the Presbytery in a support role.

The position is considered part-time and/or quarter time (12 hours per week), although there are times when the position will require more hours. This contract position will be \$6,000 to \$12,000 per year, based on the position responsibilities and the person's experience. This position has an indefinite time frame.

This person will work closely with the Associate Presbyter for Mission, Witness and Church Support, who resources the Witness Division, which includes the Guatemalan Partnership.

This person will be accountable to and report to the General Presbyter.