

## **THE STAFF DESIGN**

### **Motion from Winter Presbytery Meeting:**

*Explore hiring a full time presbytery executive who will serve as head of staff of the presbytery office, providing and/or assigning staff support to the various committees, commissions, task forces, and other entities of the presbytery and assign the study to the Strategic Issues Committee and that they report back to presbytery at the May 5th meeting. The Strategic Issues Committee is enabled to co-op other people into their group in performing this task.*

### **Strategic Issues Committee Response and Recommendation:**

The Strategic Issues Committee and Coordinating Council affirm the Presbytery's commitment to a shared leadership model of ministry. The Presbytery establishes shared mission priorities and strategic goals. Our organizational structure and staffing design will serve to implement those current and emerging priorities and goals. Staff play an important role in supporting this ministry. Yet, we do not rely on staff to set or determine our ministry.

We reaffirmed the belief that the Presbytery of St. Augustine is a way in which the Holy Spirit guides and connects the 58 Presbyterian congregations in our region of north-central Florida. The presbytery intentionally designed an approach to shared leadership based on the belief that Christ alone is head of the church, and that together we seek to discern the mind of Christ and the will of God.

When our staffing design was changed in 2017, a position was created that was to be redefined within a two to three-year period. The Relationship Coordination position (full-time), which has been held by Chris Lieberman since August 2018, is redefined as the Ministry and Mission Coordinator (full-time) under the re-design.

Section 6.03 of the current Manual of Operations states: The Relationship Coordinator Director (fulltime) is selected by and reports to the Coordinating Council. The duties of the Relationship Coordinator are as defined from time-to-time by the Coordinating Council and will focus on the execution of one or two primary strategic priorities for the presbytery. Initially the strategic priority is to rebuild trust, community and connection among teaching and ruling elders in the presbytery by assuring effective and transparent communication, listening carefully, gathering information, and aggressively address issues that inhibit this taking place. As this strategic priority will be achieved, the role of this position will change to address a new strategic priority. At that time, a new job description will be defined, and the presbytery will seek the best individual to fill the new job (which may or may not be the current individual).

## Summary of the Strategic Issues Committee Staff Design Recommendation

### A. Ministry and Mission Coordinator (New) 1 FTE

Purpose: The Ministry and Mission Coordinator serves with the Coordinating Council to promote the mission and shared values of the Presbytery of St. Augustine. The Ministry and Mission Coordinator shall be either a ruling or teaching elder in the Presbyterian Church (USA) and will work with the presbytery's commissions, committees, and teams to accomplish our strategic goals to:

- Create a culture of unity and diversity where everyone is of one heart and soul and working together for the common good to the glory of God;
- Thrive and grow in faithfulness to Jesus Christ, showing God's love to all generations;
- Create a strong missional focus; and
- Shepherd our gifts for God's glory.

The Ministry and Mission Coordinator will supervise the staff in facilitating the work of the presbytery and serve to connect the presbytery with other councils of the church (including sessions, presbyteries, synod, and the General Assembly and its agencies), and maintain mutual dialogue, collaboration, and support between other judicatories, ecumenical bodies and the presbytery.

### B. 4 Area Relationship Coordinators 1 FTE

The Area Relationship Coordinator(s) (each of which serve in a one-quarter time position) will promote communication, coordinate mission and foster relationships among churches, Teaching Elders, Commissioned Ruling Elders, and the presbytery in an assigned geographic area. The two key strategic issues being addresses through this work are:

- Fostering a sense of belonging and unity within the whole presbytery, and
- Nurturing congregations and elders to their full potential.

Supervision will be provided by the Ministry and Mission Coordinator.

### C. Stated Clerk (Revised) .5 FTE

Purpose: The Stated Clerk is the ecclesiastical officer of the presbytery under the provisions of the *Book of Order*; serving as parliamentarian of presbytery, the interpreter of the Constitution of the Presbyterian Church (USA) and the official correspondent of the presbytery. This individual shall be either a ruling or teaching elder in the Presbyterian Church (USA). The Stated Clerk will be elected by the presbytery as provided in the Manual of Operations, and shall be as an officer of the corporation.

Accountability: The Stated Clerk shall be accountable to the presbytery for ecclesiastical, procedural and polity matters and to the Ministry and Mission Coordinator for administrative and staff matters.

Note: the Stated Clerk has served in a half-time position since right before the Relationship Coordination Director began work in August 2018.

D. Office Manager (New)

1 FTE

Purpose: To establish and maintain procedures for efficient office functions. To provide administrative support to the presbytery staff and leaders. To maintain minutes and appropriate records of the Coordinating Council and its committees, including copies of deeds, insurance, and other legal documents. To oversee the financial processes, all record keeping, and appropriate reporting to the Presbytery.

Supervision will be provided by the Ministry and Mission Coordinator. Primary working relationship will be with staff and the people in the presbytery leadership positions serving as colleagues in ministry.

E. Communications Coordinator

.75 FTE

Purpose: The Communications Coordinator works to continually raise the visibility of the presbytery, empowering Presbyterians to communicate where faith and real life intersect. This includes branding, development of a website, video production, design of presentation materials, emails, preparation of a monthly newsletter, creation of a social media presence – and more – to create a vibrant ecosystem in which the mission and ministry of the presbytery flourishes. The Communications Coordinator shall disseminate essential and routine information, as well as crisis or emergency communication.

Supervision will be provided by the Ministry and Mission Coordinator. Primary working relationship will be with staff and the Communications Team to establish and implement the presbytery's comprehensive communication plans and strategies.