

Synod Stated Clerk and Executive
Position Description and Application Information

August 1, 2016

Dear friend,

Thank you for your interest in the position of Synod Stated Clerk and Executive for the Synod of Southern California and Hawaii. Please find the Ministry Information Form for the position.

In order to be considered for the position, please e-mail a Personal Information Form (PIF) or résumé, along with responses to the following questions, to socalifsynodex@gmail.com by September 1, 2016.

Please note that the Ministry Information Form has certain limitations for mid-council positions. Applicants should have at least two years in some form of paid or unpaid leadership experience at the mid-council level (synod or presbytery), and at least five years in leadership in the church. Applicants should be ruling or teaching elders. Compensation can include housing allowance if the person is a teaching elder.

Please include your answers to the following questions in your application packet:

1. Share three ways you have used PC(USA) polity to make faithful decisions in an administrative role in the church.
2. Describe one or two experiences you have had in working with ethnic or culturally diverse groups.
3. Why are you drawn to serving in the combined role of Synod Executive/Stated Clerk, and what gifts would you bring to this position?
4. What does it look like when synod engages presbyteries in partnership?
5. Share at least one time when you have dealt with conflict. What was your role, and what did you learn from the experience?

Thank you for your interest. If you have additional questions, please contact the committee at the e-mail address above.

In Christ,

Elder Jim Stueck, Chair

Rev. Suzanne Malloy, Clerk

Clerk of Session Contact Information:

Name Suzanne Malloy, Committee Clerk
Address 4517 Auhay Dr
City Santa Barbara State CA Zip Code 93110
Preferred Phone (805) 451-3372 Alternate Phone (805) 967-7773
E-mail socalifsynodex@gmail.com FAX _____

***Select below the position to be filled and the minimal number of years of experience required**

<u>Years of Experience</u>	<u>Position Type</u>
2-5	Synod Stated Clerk/Executive

***Employment Status**

XX Full Time _____ Part Time _____ Open to Either

Is this a yoked congregation? XX No _____ Yes

Clergy Couple (Are you open to a clergy couple?) Yes XX No _____

Language Requirements

XX English P Spanish P Korean _____ French

Statement of Faith Required XX Yes _____ No

Mission Statement

The Synod of Southern California and Hawaii
is grounded in the Gospel of Jesus Christ,
the abundant love of God
and the power and freedom of the Holy Spirit.
As the body of Christ, the Synod is a visible sign
of a rich diversity of persons, gifts, and understandings.

We are becoming a flexible community
as the Body of Christ
for creative interplay among governing bodies.

This is a new day for mutual up-building
and for actively forming relationships grounded in Christ
that enable congregations, presbyteries and the synod to serve most effectively
the emerging mission in their contexts,
consistent with the constitution of the Presbyterian Church (U.S.A.).

NARRATIVE QUESTIONS

1. What is the congregation's or organization's vision for ministry? Additionally describe how this vision is lived out.

The Synod's role with its member presbyteries is in flux, as is every level of the PC(USA) above the congregation. The Synod acts as the ecclesiastical body that supports presbyteries through mission funding, help with judicial cases, and organizing for mission above the presbytery level, especially for diverse ministry groups including people of color and presbytery executives and stated clerks.

2. How do you feel called to reach out to address the emerging needs of your community or constituency?

The Synod is not programmatic, but supports the ministries of its member presbyteries. The Synod has resources dedicated to certain emerging needs, including new and redevelopment ministries, and ministry with people of color; for instance, through the Racial-Ethnic Pastoral Leadership scholarship, or helping presbytery leaders consider cross-presbytery ministries, or even presbytery reconfiguration.

3. How will this position help you to reach your vision and mission goals?

The Synod Stated Clerk/Executive is the single professional leader on staff of the Synod, so seeks to strengthen the unity of synod members; provides spiritual support, encouragement, and advice to presbytery stated clerks and executives through visitations and funding; develops relationships that lead to a sense of trust and understanding between synod, its presbyteries, and the national church; organizes cross-presbytery meetings; informs presbytery leaders of available resources; and performs the ecclesiastical functions of a synod stated clerk.

4. Provide a description of the characteristics needed by the person who is open to being called to this congregation and/or organization.

1. Ordained as a ruling or teaching elder in the PC(USA)
2. Knowledge of and familiarity with the Constitution of the PC(USA)
3. Knowledge of parliamentary process including Robert's Rules of Order and consensus decision-making
4. At least 5 years of experience in PC(USA) church leadership, including at least 2 years of paid or volunteer work with mid-councils in the PC(USA)
5. Bachelor's degree or equivalent.

5. For what specific tasks, assignments, and programs areas will this person have responsibility?

1. Serves as ex-officio member and primary staff support for Synod Assembly, Synod Commission of Assembly, and ecclesiastical committees and commissions as appropriate. Serves as Synod Parliamentarian.
2. Reviews and recommends the Synod's administrative structure and utilization of resources.
3. Supervises and leads Synod staff.
4. Oversees all Synod financial matters including management and distribution of funds.
5. Interprets the interest of the Synod to member presbyteries and the national PC(USA).
6. Meets regularly with presbyteries, executives, and stated clerks; conducts orientation and training for Synod Assembly commissioners, committee members, etc.
7. Fulfills constitutional requirements of the Synod Stated Clerk, and civil requirements of the Corporate Secretary, including maintenance of records; recording of minutes; preparation of meeting materials and meeting dockets; review of presbytery records; representing the Synod in legal matters and ecumenical and interfaith relationships.

OPTIONAL LINKS

Provide below any links to online information that may help call seekers understand your congregation or organization. (e.g. *organization or community websites, online newsletters, demographic information*) Please note the CLC system does not warehouse links. (Limit characters to 500)

Please download SE/SC Search Application at
www.synod.org
 and send to socalifsynodex@gmail.com

*LEADERSHIP COMPETENCIES

THEOLOGICAL/SPIRITUAL INTERPRETER		
X	Compassionate – having the ability to suffer with others; being motivated by others pain and is called into action as advocate; is motivated by caring for others while concurrently keeping the organizational goals clearly in focus.	X Spiritual Maturity: Shows strong personal depth and spiritual grounding; demonstrates integrity by walking the talk and by responding with faithfulness of purpose; is seen by others as trustworthy and authentic; nurtures a rich spiritual life; seeks the wisdom and guidance of appropriate mentors; is able to articulate a clear and consistent theology.
COMMUNICATION		
X	Communicator - Advances the abilities of individuals and the organizations through active listening supported with meaningful oral and written presentation of information.	
ORGANIZATIONAL LEADERSHIP		
X	Externally Aware - identifies and keeps informed of the polity of the church and/or the organization; maintains current with laws, regulations, policies, procedures, trends, and developments both internally and in the larger society.	X
X	Willingness to Engage Conflict: Steps up to conflicts, seeing them as opportunities; reads situations quickly; good at focused listening; can identify common ground and elicit cooperation from others in crafting mutual solutions.	X
X	Collaboration: Has a natural orientation toward getting people to work together; shares wins and successes; fosters open dialogue; lets people finish and be responsible for their work; creates strong feelings of belonging among group members; is a good judge of talent and can accurately assess the strengths and limitations of others.	
X	Bridge Builder – possessing a certain responsibility for the unity of the congregation and or organization; works to connect people of different cultures, worldviews, and theological positions.	X
INTERPERSONAL ENGAGEMENT		
X	Bridge Builder – possessing a certain responsibility for the unity of the congregation and or organization; works to connect people of different cultures, worldviews, and theological positions.	X
		Flexibility - Adapts behavior and work methods in response to new information, changing conditions, unexpected obstacles, or ambiguity; remains open to new ideas and approaches; and works concurrently on related and conflicting priorities without losing focus or attention.

***COMPENSATION AND HOUSING:** *A range is needed for matching purposes. The maximum salary is not published anywhere. Effective salary is cash salary plus housing allowance or manse value and other compensation considered “effective salary” by the Board of Pensions of the PC (U.S.A.)*

See Effective Salary Definition at [Board of Pensions](#).

Minimum *Effective* Salary \$ 90,000 Maximum *Effective* Salary 95,000
Housing Type Manse
XX Housing Allowance
 Open To Either (Manse or Housing Allowance)
XX Not Applicable (*For Non-pastoral Positions Only*)

***EQUAL EMPLOYMENT OPPORTUNITY**

The unity of believers in Christ is reflected in the rich diversity of the Church’s membership. In Christ, by the power of the Spirit, God unites persons through baptism regardless of race, ethnicity, age, sex, disability, geography, or theological conviction. There is therefore, no place in the life of the Church for discrimination against any person. The Presbyterian Church (U.S.A.) shall guarantee full participation and representation in its worship, governance, and emerging life to all persons or groups within its membership. No member shall be denied participation or representation for any reason other than stated in this Constitution. (F-1.0403)

Each Pastor Nominating committee and Search committee is expected to undertake its search for a Teaching Elder in a manner consistent with the good news that in the church “...*as many of you as were baptized into Christ have put on Christ. There is neither Jew nor Greek, there is neither slave nor free, there is neither male nor female; for you are all one in Christ Jesus.*”

Has the Pastor Nominating Committee and Search Committee affirmed its intention to follow the Form of Government in this regard?

XX Yes
 No

REFERENCES (Limit 3)

Below, please list three persons who know your congregation. You might list your Presbytery leadership, a neighboring pastor, or other persons whom you believe can give a clear and accurate reference for your congregation.

Name Stephen Salyards
Address 1254 Ruggles Street, La Verne, CA 91750
Phone Numbers (909) 596-9026
Relation Former Moderator, served on multiple committees and task forces
E-mail stevecom@earthlink.net

Name Linda Therien
Address 3707 Udall Street, San Diego, CA 92107
Phone Numbers (619) 224-2490 ext 104
Relation Stated Clerk of the Presbytery of San Diego
E-mail statedclerk@presbyterysd.org

Name Rev. Dr. Leon E. Fanniel
Address 2889 San Pasqual Street, Pasadena, CA 91107
Phone Numbers (626) 396-1941
Relation Former Staff, served on multiple committees and task forces
E-mail lfanniel@att.net

***Pastor Nominating Committee/Search Committee Chairperson/Mid-council Search Committee Chairperson:**

Name Elder Jim Stueck
Address 885 Patriot Drive, #J
City Moorpark State CA Zip Code 93021
Preferred Phone (805) 443-6432
Alternate Phone (805) 523-1409
E-mail Address for PNC Communications (required): socalifsynodex@gmail.com