



**Title: Acting Executive Presbyter**  
**Job Description**

**PURPOSE:**

The Acting Executive Presbyter will provide spiritual and administrative leadership, guidance and oversight for the Presbytery Staff and such Committees, Teams, and Work Groups as assigned by the Administrative Commission of the Synod of the Covenant (the “Administrative Commission”). The work will be guided by the mandate of the Administrative Commission (which has original jurisdiction), the Presbytery’s mission, goals and values, and a commitment to Presbyterian polity and governance.

**ACCOUNTABILITY AND RELATIONSHIPS:**

The Acting Executive Presbyter is accountable to the Presbytery through the Administrative Commission.

**RESPONSIBILITIES:**

1. Oversee and evaluate the work of the Associate Executive Presbyter and other Staff members.
2. Work with the Lombard Mennonite Peace Center and any other organizations retained by the Administrative Commission in the work of bringing justice, reconciliation, and forgiveness within the Presbytery.
3. Recommend personnel actions to the Administrative Commission, and implement the decisions of the Administrative Commission.
4. Work cooperatively with the Stated Clerk(s), Presbytery Leadership, and all chairs of Committees, Teams, and Work Groups as assigned by the Administrative Commission to further the mission and vision of the Presbytery.
5. Provide administrative leadership and management, and build healthy relationships amongst the staff and committees as assigned by the Administrative Commission.
6. Work to build trust across all levels of the presbytery, synod and General Assembly through open communications and collaborative efforts.
7. In coordination with the Administrative Commission,
  - a. develop and implement a communications plan within the Presbytery of Detroit, with particular emphasis on assisting a process of healing for the Presbytery that acknowledges and seeks to help in processing grief and trauma.
  - b. Work to return jurisdiction to the presbytery as wisely and expeditiously as possible.

8. Serve as ex-officio member without vote of such committees of the Presbytery as are assigned by the Administrative Commission.

#### **EVALUATION:**

The Acting Executive Presbyter will meet as requested (at least monthly) with the Administrative Commission and be evaluated every 90 days.

#### **LENGTH AND TERMINATION OF CONTRACT**

The Acting Executive Presbyter is appointed by the Administrative Commission for an initial period of six months. This contract may be extended by mutual agreement, in writing, for such a term as is mutually agreed upon. This contract, and any extensions thereof, may be terminated without cause by either the Acting Executive Presbyter or the Administrative Commission with a 30-day notice.

#### **HOURS:**

This position is full time (40 hrs/wk). Regular office hours are required, with the option to work remotely as approved by the Administrative Commission.

#### **COMPENSATION AND BENEFITS:**

Compensation and benefits will be as follows (all amounts and times are expressed **on an annual basis and will be prorated** over the actual length of the contract):

Total Salary: \$95,000 (minimum)

Plus

One half SECA/FICA

Other reimbursable business expenses

Housing in Detroit and travel to and from home – negotiable

Vacation: 4 weeks

Study Leave: 2 weeks

#### **FOR APPLICATION:**

Interested parties should contact

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Interviews will begin after 8/1/23.