

Partner for Congregational Vitality and Clergy Support

1. Exhibit 1: Services to be Performed

I. Purpose

- a. In concert with Presbytery Partners, discern, promote and implement the mission and vision of the presbytery
- b. Support the life of congregations in its many phases
- c. Support Pastors in their various ministries
- d. Build and maintain relationships between presbytery and congregations
- e. Support pastors and congregations to realize their vision and mission

II. Primary Responsibilities

A. Presbytery:

1. MVL Coordination and Support
2. Staff lead and support for COM, EXCOM, CLP, CPM, PWG
3. Guide Presbytery Restructuring Process (*shared*)
4. Guide Mission and Vision of Presbytery (*shared*)

B. Pastoral Support:

1. Be a presence and support for pastors (*shared*)
2. Welcome New Minister Members
3. Perform Protect My Ministry and Presbytery to Presbytery background checks
4. Support pastors in conflict situations
5. Implement programs, guidelines & policies to support pastors, CLP, NWC leaders
6. Procure and make resources available to pastors, leaders and churches
7. Facilitate building of relationships and ministry opportunities between pastors

C. Congregations:

1. Lead and support the work of COM with congregations and pastors
2. Support in pastoral and congregational transitions
3. Support in conflict situations (*shared*)
4. Congregational Crisis Management (*shared*)
5. Lead and support New Worshipping Communities (*shared*)
6. Facilitate the work with churches on vision and mission (*shared*)

D. Other Executive Duties

1. Ecclesiastical connection with Synod and GA
2. Connection with national Mid-Council exec and NWC staff
3. Liaison to Board of Pensions and Church Leadership Connection
4. Personnel and Staff Development (*shared*)
5. Facilitate and guide the work of MVL (*shared*)
6. Support the work of Regional Groups (*shared*)

III. *Reports to the Personnel Working Group and the Collaborative leadership Partners. This person is a team player, relationally oriented, with a strong pastoral presence.*

InHo Kim

(Partner for Congregational Vitality and Clergy Support)

POSITION DESCRIPTION:

Full Time

PURPOSE:

- Help discern and carry out the vision of the presbytery
- Oversee and support the work of the Committee on Ministry as they work with congregations in all situations
- Support Pastors in their various ministries
- Build and maintain relationships between presbytery and congregations
- Support pastors and congregations realize their vision and mission

RESPONSIBILITIES:

- Exec functions
 - Work with the presbytery partners to help discern, promote and carry out the vision and mission of the presbytery
 - Work with presbytery partners and MVL chairs to direct the work of the MVL
 - Staff presence for COM, CLP, CPM and PWG
 - Liaison for national mid-council association
 - Liaison for ecclesiastical connection with Synod and GA
 - Liaison to Board of Pensions and the Church Leadership Connection
- Committee on Ministry
 - Equip COM chairs and COM congregational liaisons with the resources needed for their work
 - Assistance during transitions of pastors and congregations
 - Assist when congregational conflict arises
 - Coordination of regular tasks such as developing minimum compensation plan, triennial visits to session and annual reviews of ministers and CLPs
 - Provide training and support for COM chairs and liaisons to do and reflect on their work
 - Assist COM chairs in determining priorities, planning and leading their meetings with regional groups, plenary and executive committee
 - Assist in coordination of tasks with Church Leadership Connection – matching, responding to self-referrals, notification when positions are filled
 - Consult with presbytery Stated Clerk and General assembly staff to provide polity advice, information, confirmation
 - Run criminal background checks with Protect My Ministry and perform presbytery to presbytery background checks for pastor in new positions
 - Consult with other mid councils regarding policies and best practices
 - Review Presbytery of San Francisco and COM policies in light of recent learnings, constitutional changes and COM experience; and recommend needed policy revisions

- Assist COM in developing additional guidelines and policies for their work
 - Make policies readily available to COM, pastors, sessions, PNCs and anyone else who may need them
 - Help create opportunities for learning for our churches and pastors (speakers, retreats, events, etc)
 - Procure new helpful resources for our churches and pastors
- Pastoral Support
 - Connect with pastors to build relationships and discern needs
 - Work with Journey Groups to support spiritual care of pastors
 - Work with Rewire to supports pastor's ongoing need for transformation, to meet adaptive challenges and to help move to a missional understanding of leadership and the church
 - Help find grants for sabbaticals, retreats and learning opportunities
 - Help plan and implement minister retreats, Retiree luncheons, boundary training, conflict resolution training
- Congregational support
 - Work cooperatively with any assigned Administrative Commission working with a particular congregation with FPOC and with the New Church Development AC to support and resource congregations
 - Work with outside consultants (Pneumatrix, etc) to support congregational transformation and to meet adaptive challenges
 - Meet regularly with sessions when needed to support, build relationship and discern needs
- New Worshipping Communities (working with Partner for finance and church assets)
 - Assist the NWC team to oversee and support new grants and new worshipping communities
 - Assist procuring coaches for new worshipping communities
 - Connect regularly with new leaders for support and discern needs
 - Help Create a culture in our presbytery for new ministries to happen
- CrossRoads – Anti-Racism Training
 - Form team to work alongside CrossRoads to assess our churches and our presbytery
 - Help plan and implement gathering for conversations and educational opporunities
 - Help create guidelines and policies to support this work