

Partner for Mission and Church Assets

Draft Date: July 5, 2020

1. Services to be Performed

I. Purpose

- a. To help facilitate a clearer vision for Congregations and for Presbytery in seeing the property for which they are trustees as “a tool for the accomplishment of the mission of Jesus Christ in the world.” (G-4.0201)
Within that missional understanding:
- b. Oversee managing and directing the business, financial and legal affairs of the Presbytery of San Francisco, and oversee the protection of the real and personal property of the Presbytery, (in conjunction with the Finance and Property Oversight Committee and with the Presbytery Partners)
- c. Oversee and implement financial strategy and planning for the Presbytery and the pastoral concerns that accompany these situations (in conjunction with the Presbytery Partners, Presbytery Accountant, Presbytery Treasurer, and FPOC)
- d. Assist congregations in developing their church’s mission by better utilizing their property and financial resources to support their mission.
- e. In collaboration with the Presbytery Partners, oversee the Executive functions of the Presbytery in lieu of a separate Presbytery Executive.

II. Primary Responsibilities

A. Presbytery:

1. In conjunction with the Presbytery Partners, execute the Mission and Vision of Presbytery
2. In conjunction with MVL and the Presbytery Partners, actively engage in the visioning work of the Presbytery restructuring process
3. In conjunction with MVL and the Presbytery Partners, oversee the Presbytery budget creation and implementation processes
4. Act as the Primary Staff support for General Assembly Business related to loans and finances
5. Act as the Primary Staff support for Synod Business related to loans, property and finances
6. In conjunction with the Presbytery Partner for Congregational Vitality and Pastoral Support, act as co-Executive at Synod and GA, as such responsibilities are delegated by the Presbytery Partners.

B. Pastoral Support:

1. In conjunction with the Presbytery Partners, actively engage in serving as a pastoral presence of the Presbytery with pastors and elders
2. In all interactions with pastors and elders, attend to the pastoral concerns that accompany the work

C. Congregations:

1. Engage pastors and congregational leaders regarding matters of finance, property, nesting/rental agreements, loans and other business matters, transactions, tax and legal matters, mergers and transitions, leases and the pastoral concerns that accompany the work
2. Along with the Presbytery Partner for Congregational Vitality and Pastoral Support, engage churches in developing their vision and mission
3. In conjunction with the Presbytery Partners, proactively engage in congregational crisis management
4. Through the New Worshipping Communities Working Group, actively support and encourage NWC endeavors,
5. In conjunction with the Presbytery Partners, engage and support the Administrative Commissions of Presbytery

D. Other Executive Duties: In conjunction with the Presbytery Partners

1. Provide the business and finance connection to Personnel and to Staff
2. Coordinate and help guide the work of MVL
3. Coordinate the work of the working groups and committees
4. Collaborate with Staff to Support Regional Gatherings of the Presbytery
5. Proactively engage in crisis intervention and process management within the Presbytery