

**Presbytery of San Francisco (PSF)**  
**Transitional Associate Presbyter**  
**Position Description (2024)**  
***Revised January 23, 2025***

**Overview**

The Presbytery of San Francisco is looking for a skilled leader to work closely with the Transitional Executive Presbyter (EP), as the Transitional Associate Presbyter (AP) to accompany the Presbytery's members in their shared ministry and so that the Presbytery is in a position to carry out its mission and achieve its priorities. Specifically, the Transitional EP and Transitional AP will be helping the Presbytery heal from past trauma, create a transformed culture, clarify its priorities and build processes that serve the ministry of the Presbytery. The Transitional AP will be tasked with creating a new culture of communication, support for committees toward increasing health and clearer systems and processes, and working with others in the administration of the Presbytery. This is a three-year contract position with the possibility of up to two annual extensions as needed to accomplish the transitional work. The person in this position is eligible to apply for the post-transitional staff positions.

**Requirements:**

- Must be a Ruling or Teaching Elder
- Minimum of five years of experience working within medium to large organizations
- Experience working with diverse groups of people toward a common purpose
- Familiarity with Presbyterian processes and mid councils
- Significant experience in and commitment to the Presbyterian Church (USA)
- Have administrative skills in areas such as problem solving, volunteer recruitment and management, strategic planning, and working with policies

**Preferences:**

- Experience in urban settings
- Experience in multicultural settings
- Experience in leading groups through change
- Experience in working in non-profit/religious organizations

**Highlights**

- This is a full time position, accountable to the Transitional Executive Presbyter
- This position requires some flexible hours including weekend and evening times.
- At least one day per week in the Presbytery Office (El Cerrito, California)
- Salary range \$95,000 - \$110,000 annual, plus a competitive benefits package
- A Professional allowance will be included for items such as travel, conferences, training and other resources essential to the job performance.

## **Job Responsibilities**

1. **Transition Leader.** Work with the Transitional EP to increase the health and well-being of the Presbytery.
2. **Coach and Shepherd.** Construct and implement new processes and improved collaboration. Support Presbytery leadership, committees, and staff to implement new processes and ways of working collaboratively in support of shared objectives.
  - Support the Nominating Committee with recruitment and training
  - Partner with appropriate committees to reorganize and revitalize committees that are equipped and fully functional under effective leadership
  - Work collaboratively with the Transitional EP to lead and provide support to pastors, congregations, and Presbytery committees.
3. **Trusted Partner.** Work with Presbytery leaders and staff to ensure the effective administration of operations and support of an inclusive workplace. Use high emotional intelligence to address untapped people resources and build coalitions.
  - Oversee logistics related to programs designed to support pastors, together with the Committee on Ministry and the Committee on Preparation for Ministry
  - Serve as an effective conversation partner with the Transitional EP and Mission and Vision Leadership (MVL) Committee toward a reinvigorated and healthy culture.
4. **Communicator.** Model and lead effective communication supporting the mission and priorities of the Presbytery of San Francisco (PSF). In collaboration with leaders and staff, review communication systems, practices and processes to include all parts of the presbytery, including but not limited to, the PSF newsletter, social media, and the PSF website. Provides leadership to curate opportunities for those in the PSF to connect, build community and share in ministry, and offers important resourcing to the presbytery leadership planning presbytery meetings.
5. **Ecclesiastical Connector.** In conjunction with the Transitional EP, serve as liaison for national and mid-council associations, liaison for ecclesiastical connections with Synod and GA, liaison to the Board of Pensions and the Church Leadership Connection.
6. **Implementer.** In partnership with the Transitional EP and other Presbytery leadership, implement the mission and priorities of the Presbytery, including integrating the various recommendations emerging from Presbytery work, such as the Truth Commission Assessing Racial Equity.

## **Qualities**

More than anything, the Presbytery of San Francisco seeks a person who embodies a particular combination of qualities.

- High emotional intelligence and perception
- Ability to build coalitions among diverse groups of people, bringing them together for a greater purpose
- Sophisticated understanding of power in regards to race, gender, immigration status, and sexual orientation
- Demonstrated high level of communication skills, including effectively navigating conflict
- Adept at learning how to best utilize tools and technologies, including conversational, relational, and electronic
- Willing to try new things, learn from both failure and success, and try again
- Skilled at eliciting energy and new ideas from gathering others together
- Ability to understand big concepts and work with the details to make those big concepts happen
- Well-networked with other leaders and able to bring fresh ideas into the system
- Cross-cultural competency: experience being in communities of various languages and cultures, and is comfortable and competent engaging in those communities
- Open, inclusive, respectful, collegial, honest, humble, energetic, pastoral, and spiritual
- Demonstrated commitment to a theology and culture of abundance and pragmatic hope
- Creative and resourceful in areas of people management, technology, and holding space for gathering
- Ability to follow-through on commitments and actions
- Spiritually and emotionally mature
- Gifted facilitator

## **HOW TO APPLY**

To apply for this position, please send the following to Lori Yamauchi at [lyamauchisf@gmail.com](mailto:lyamauchisf@gmail.com) by January 29, 2025:

1. Resume
2. Cover Letter
3. *Statement of Faith*
4. Diversity Statement (no more than 1200 words): A diversity statement outlines how you will contribute to the Presbytery of San Francisco's approach to diversity, equity and inclusion (DEI). It's an opportunity for you to:
  - a. Discuss your understanding of the varied experiences of people from minoritized and/or underrepresented groups.
  - b. Talk about your lived experiences or your experiences collaborating with diverse groups throughout your vocational career and beyond.
  - c. Outline a vision of how you, as a Transitional Associate Presbyter, would make contributions to DEI in the future.
5. Narrative Questions: As a part of your application, please respond to the following questions. Limit your answers to 1000 characters per question, including spaces and punctuation.

- a. How do your particular gifts, experiences, and training help you in the ministry setting you believe God is calling you.
- b. Explain with theological details what areas of ministry you value most in your calling.
- c. Describe a moment when you have "served using your energy, intelligence, imagination and love", that led change positively.
- d. Please describe how you have dealt with failure or disappointment before.
- e. Describe a moment in your recent ministry that you recognize as one of effectiveness and fulfillment.

## Background Links

Recognizing that the Presbytery is an extreme position of transition we created the Leadership Model Task Force to evaluate where we have been and where we might be able to go.

Recognizing the heart of this work and living into the flexibility and goals these documents propose will be a big part of the work to come.

- [Presbytery Leadership Model Task Force Report and Recommendations:](#) In the Fall of 2023 the Presbytery of San Francisco convened a task force with the intention of evaluating our leadership structure; this is their final report.
- [Fact Sheet for Presbytery Leadership Task Force Report:](#) When the Leadership Model Task Force was asked some questions in order to summarize their work and their report, this is what they supplied to the Presbytery.

References for Church Leadership Connection (CLC):

Laura Cheifetz

Nancy Martin Vincent

Michael Kim-Eubanks

Self-referral information:

Lori Yamauchi and Renée Rico (Co-Chairs of the Transitional AP Search Committee)