

**PERSONNEL TASK FORCE
REPORT TO THE PRESBYTERY OF MIDDLE TENNESSEE
NOVEMBER 11, 2022**

RECOMMENDATIONS

1. Resignation of Executive Presbyter, Robin Thomas

The Personnel Task Force, with concurrence by the Administrative Committee, accepts, with sadness and a great deal of appreciation for her commitment and service to the Presbytery of Middle Tennessee, the resignation of Robin Thomas from the role of Co-Executive Presbyter for the Presbytery of Middle Tennessee, effective December 31, 2022.

2. Approval of EP Job Description

The Personnel Task Force, with the concurrence of the Administrative Committee, recommends approval of the attached job description for the Executive Presbyter.

3. Terms of Call for Executive Presbyter, Ray Thomas

The Personnel Task Force, with concurrence by the Administrative Committee, recommends the following Terms of Call for Ray Thomas as the Executive Presbyter for the Presbytery of Middle Tennessee, effective January 1, 2022:

Salary / housing = \$95,302
403(b) RSP Match = \$3,000
FICA = \$7,939
BOP Benefits = \$35,262
Professional Expenses = \$10,000

4. Motion to approve the Operations Coordinator Job Description

The Personnel Task Force, with the concurrence of the Administrative Committee, recommends approval of the attached job description for the Operations Coordinator.

Presbytery of Middle Tennessee

Job Description: Executive Presbyter

Purpose

The Executive Presbyter serves as the chief executive officer and head of staff for the Presbytery of Middle Tennessee, with responsibility to administer all operational functions of the Presbytery and act as its leader, demonstrating a pastoral and compassionate presence, encouraging, supporting, and celebrating the full spectrum of ministry and mission within our bounds. This position is defined and driven by the guiding principles and practices documented in the Mission and Operations Manual.

The Executive Presbyter will work with the Presbytery in fulfilling its mission by:

- Developing relationships of love and trust, cultivating its overall health, addressing changing needs, naming challenges, engaging crucial conversations, and celebrating successes
- Generating increased trust, inclusion, and vital connections with and between congregations and ministers, with an eye, and voice, toward growth in innovation and diversity
- Working in collegial relationships with Presbytery leadership; consulting and coaching, collaborating and creating, equipping and empowering
- Managing the business and operational processes of the Presbytery
- Facilitating the Presbytery's exploration of new and adaptive approaches to mission and ministry
- Identifying dysfunctions, barriers, and exclusionary practices within the Presbytery and contributing to the possible resolutions

Relationships

The Executive Presbyter will be accountable to the Presbytery through its Administrative Committee, working in close relationship with the Personnel Task Force. He/She will:

- Serve as Presbytery staff for all commissions, committees, task forces, teams, and work groups
- Serve as Presbytery resource staff for special task forces and Administrative Commissions as appointed by the Moderator or elected by the Presbytery
- Represent the Presbytery with denominational entities: PDA, PILP, Board of Pensions, Presbyterian Mission Agency, Presbyterian Foundation, General Assembly, Synod of Living Waters
- Supervise professional staff members: Stated Clerk and Operations Coordinator
- Oversee the performance of the Presbytery's contracted workers: Accountant

Resources

The Presbytery will provide access to a laptop computer, reimburse cell phone service @ \$75 per month, and Bria remote phone app subscription. Training and access will be provided for the database (POMA) and cloud document storage (One Drive). Participation in conferences deemed relevant to the position will be supported by the Presbytery. These will include annual dues in the Association of Mid-Council Leaders Group and attendance at its annual conference, and involvement in the Synod EP Forum.

Essential Skills, Gifts, and Experiences

- Strong understanding and articulation of Reformed Theology. Creates space for a range of theological understanding. Exhibits curiosity and respect for other faith traditions while maintaining clarity and support of our Presbyterian traditions.
- Ability to develop valued cross-cultural relationships, with humility and genuine engagement in the interests of others
- Must be a member in good standing, as Ruling Elder or Minister of Word and Sacrament, in the Presbyterian Church (U.S.A.)
- Basic knowledge of denominational structures and resources
- Proven ability to listen, empathize, assess, and use adaptive approaches to opportunities and problem-solving. Can articulate a practical theology of change and transformation, recognizing challenges, and identifying the key and distinctive roles of session and ministers
- Demonstrated ability to mediate complex and conflicted situations, apply family systems theory, and mentor others in conflict resolution approaches. Able to navigate, interpret, and resource churches and pastors during significant transitions
- Exhibit tenacity, grace, flexibility, and receptivity when faced with unanticipated or sizable challenges. Bring non-anxious presence and mature self-awareness in times of grief, stress, and conflict. Able to exegete unspoken sub-texts which may lead to breakthroughs
- Self-differentiated person who can enter ambiguous or unclear territory with emotional balance, confidence, and agility
- Observes healthy boundaries, self-care, and spiritual discipline
- Punctual, reliable, well-organized, effective communicator, flexible and able to triage priorities
- Courage and grace to speak hard truths and set the thermostat for open, honest, inclusive, and vulnerable conversations

Accountability: The Executive Presbyter will be accountable to the Administrative Committee through the Personnel Task Force. Evaluations will be conducted by the Personnel Task Force after the first full year, followed by evaluations every two years.

July 25, 2022 – Proposed to the Personnel Task Force



Operations Coordinator job posting

Purpose:

The Operations Coordinator shall provide communication and administrative support to the Presbytery and its committees and assist with all operational functions of the Presbytery.

Primary Responsibility:

To connect the leaders and congregations of the Presbytery with the resources needed for effective mission and ministry of the Presbytery of Middle Tennessee.

General Responsibilities:

- In collaboration with the Executive Presbyter, facilitate communication within the Presbytery by means of generating a semi-monthly eNews, maintaining a calendar of meetings and events and keeping the website up to date, attractive, and the go-to place for resources and information.
- In collaboration with the Stated Clerk post Presbytery meeting packets and assist in Presbytery meeting preparations and day-of logistics
- Maintain the Presbytery database and support other operational needs.

Essential Skills, Gifts, and Experiences:

- Collaborative team-player, invests in best outcomes for staff colleagues, Presbytery leaders, ministers, and churches
- Able to establish trusting and healthy professional relationships with a wide variety of people, while consistently representing the values, practices, and mission of the Presbytery
- Finds joy in wading into details, initiating communications, and managing time and priorities effectively
- Trustworthy, approachable, prompt in responses, and respectful in all interactions
- Maintains confidences and practices healthy boundaries
- Working knowledge of Mailchimp and WordPress would be preferred

Compensation, Classification, and Schedule:

The Operations Coordinator is a part-time, exempt position scheduled for 20 hours per week and paid on an hourly basis. The schedule and location of work (home, meeting space, elsewhere) may vary weekly based on meeting locations and work priorities at that time. This position will be governed by the PMT Personnel Policies at time of employment. Compensation will be \$20 per hour and an optional medical benefit is also available.