



Presbytery of South Louisiana

12909 Old Hammond Highway Baton Rouge, LA 70816 ♦ 225-275-1242 ♦ www.pbysouthla.org



JOB DESCRIPTION

TITLE: General Presbyter

STATUS: Salaried, Exempt

PURPOSE

Joining Christ in the world, the Presbytery of South Louisiana (PSL) strengthens congregations, empowers leaders, and impacts communities. All that we do is dedicated to the Glory of God.

The General Presbyter will serve as Head of Staff for PSL and is expected to perform all duties in the spirit of empowering the vision and mission of the Presbytery through pastoral leadership, collegiality, and Spirit-led innovation. The General Presbyter should work collaboratively with the Presbytery's leaders, staff, and volunteers to foster a cohesive and mutually supportive Presbytery organization.

ACCOUNTABILITY

The General Presbyter is employed by the Presbytery of South Louisiana and supervised by the Administrative Committee. The General Presbyter is accountable to the Presbytery through the Coordinating Council.

PRIMARY RESPONSIBILITIES include, but are not limited to:

I. Serve as the chief administrative officer of the Presbytery

- Supervise the development and maintenance of staff job descriptions, annual performance review processes, programs for staff development, and make recommendations on matters such as pay, benefits, and terms of employment in conjunction with the Administrative Committee.
- Foster collegiality among the members of the Presbytery through promoting personal and professional development in conjunction with the Administrative Committee.

- Prepare, with the Finance Committee, the annual budget based on the Presbytery's goals for approval by the Coordinating Council and Presbytery.
- Assist in the implementation of and adherence to the latest Book of Order.
- Serve as a member, ex officio, without vote, on the Presbytery Administration and Visioning Teams, the boards of the corporations, and other units of the Presbytery as per the Presbytery Bylaws, assuring appropriate staff service to these entities.
- Represent the Presbytery in matters of civil litigation and, together with the Stated Clerk, advise in ecclesiastical and disciplinary matters.
- Represent the Presbytery to other governing bodies of the denomination and serve as a Synod colleague.
- Represent the Presbytery, as appropriate, in ecumenical, inter-religion, and community affairs.

II. Build, nurture, and cultivate connective relationships throughout the Presbytery

- Foster an effective system for communication among congregations and the broader Presbytery network.
- Encourage the planning and conducting of activities, programs, and educational experiences that will promote the knowledge of, respect for, and reconciliation of the diversity of people within the Presbytery.
- Collaborate with colleagues and peers to pursue programs and funding sources beneficial to the Presbytery, its members, and partners.

III. Serve as the Pastoral Liaison throughout the Presbytery

These responsibilities are to be shared and/or designated in coordination with the Stated Clerk and the Committee on Ministry.

- Ensure consistent pastoral care and connection is delivered throughout the Presbytery.
- Provide leadership and direction to the Committee on Ministry and its liaisons who work directly to support and encourage congregations.
- With the Committee on Ministry, establish a continuity of care and strengthen relationships with congregations and their leaders, especially as they celebrate joys and navigate challenges.
- Regularly visit and counsel congregations, leaders, and Presbytery members. Represent their needs and interests, recognizing the multicultural environment inherent in our rural and urban congregations.

IV. Provide innovative and visionary leadership to the Presbytery

- Support collaborative efforts in the Presbytery's strategic planning and goal setting process and implementation.
- Encourage the development of new worshiping communities and the revitalization of existing congregations, equipping the Presbytery and its congregations to be emboldened in their engagement of mission and ministry.
- Be a curator of best practices, ideas, information, and other resources to share with our Presbytery committees and communities.

QUALIFICATIONS

- Must be an ordained minister, commissioned ruling elder, or ruling elder within the Presbyterian Church (U.S.A.)
- Must reside or be willing to reside within the bounds of the Presbytery. The Presbytery does not have a physical office.
- Possess a lively, Christ-centered faith and spiritual wisdom
- Bring vision and imagination for faithful innovation
- Demonstrate skill in complex organizational administration
- Model compassion, trustworthiness, and open communication in leadership
- Facilitate open dialogue, collaborative problem-solving, and consensus-building
- Enjoy and cultivate diversity
- Care deeply for the Presbyterian Church (U.S.A.)
- Seek God's justice at all levels of human affairs and encourage the Church's involvement in mission and ministry
- Honor and foster ecumenical and interfaith efforts
- Understand and adhere to principles of confidentiality
- Exhibit excellent time management and self-care, and encourage these practices in others
- Regularly pursue personal and professional continuing education, self-reflection, and spiritual nourishment
- Possess excellent communication skills, both written and oral

PHYSICAL DEMANDS

- It is helpful for the General Presbyter to hold a valid Louisiana Driver's license and be able to travel to churches and governing body meetings.
- The General Presbyter must be able to attend denominational events/workshops when appropriate.
- The position requires the ability to stand, stoop, climb stairs, walk, crouch, sit, and regularly lift objects weighing up to 10 pounds.

- The position also requires the strong ability to use the phone and computer, with or without reasonable accommodation.
- The position requires physical and cognitive endurance. The candidate must be able to coherently and accurately perform the duties of the position.
- The position also requires timely and accurate communication, both written and oral.

STANDARD ELEMENTS FOR ALL EXEMPT, SUPERVISORY POSITIONS

Job descriptions are intended to be guidelines for position responsibilities. As such, each employee of the Presbytery of South Louisiana may be asked to perform tasks outside the duties outlined in this document. The General Presbyter may be assigned to tasks and projects as necessary in order to support the vision and mission directions of the organization.

EVALUATION

This position will be reviewed and evaluated every six months for the first two years and then annually by the Presbytery Council through the processes of the Administrative Committee and in accordance with the Personnel Policies of the Presbytery.

The PSL Leadership Selection Team will serve as the General Presbyter Transition team to provide welcome, community, and support.

COMPENSATION

Base Salary: \$75,000. Compensation will be commensurate with experience, will be negotiated prior to beginning employment, and is subject to annual re-approval by the Presbytery.

Questions, resumes, and cover letters can be submitted to the Stated Clerk, sharon@pbysouthla.org. The deadline for consideration is January 31, 2026.