

**HEARTLAND PRESBYTERY  
PRESBYTERIAN CHURCH (USA)**

**POSITION DESCRIPTION FOR ASSOCIATE EXECUTIVE  
PRESBYTER FOR CONGREGATIONAL VITALITY**

**TITLE:** *ASSOCIATE EXECUTIVE PRESBYTER FOR CONGREGATIONAL VITALITY*

**PURPOSE**

To engage in and empower the ministry, mission, revitalization, and growth of the congregations of Heartland Presbytery and to affirm and strengthen that ministry for all generations of the church.

**ACCOUNTABILITY**

The Associate Executive Presbyter for Congregational Vitality is accountable to Heartland Presbytery through the Executive Presbyter and the Personnel Committee of the Presbytery Council.

**RESPONSIBILITIES**

**A. Primary Responsibilities**

1. To be a pastoral link among congregations and between the congregations and the presbytery, including but not limited to visiting no fewer than two Sundays a month at the various churches of Heartland Presbytery with the possibility of preaching on those Sundays.
2. To support and encourage revitalization, growth and new church development within Heartland Presbytery.
3. To oversee and work with the Heartland Presbytery Resource staff in providing the best resources, events, and ideas appropriate for all levels of church with specific needs in Christian Education and Youth Ministry.
4. To interpret the vision and mission of Heartland Presbytery and the larger Church in the congregations.

**B. Other Responsibilities**

1. To participate in staff meetings and staff retreats at Presbytery and when appropriate at the Synod and General Assembly level.
2. To work in collegial relationship with the Executive Presbyter suggesting creative ideas and solutions to situations presented.
3. To participate in the planning and coordination of Presbytery's ministry and mission as well as building a team approach to ministry working with members, officers, and staff of Presbytery.
4. To staff various committees within Heartland Presbytery including but not limited to Congregational Development and Redevelopment and Congregational Ministries Divisions.
5. To share responsibility with the Executive Presbyter as a pastor to the pastors.
6. To undertake additional duties as assigned by the Executive Presbyter in consultation with the Council's Personnel Committee.

7. To be available, in consultation with the Executive Presbyter, to assist with Synod and General Assembly responsibilities.

**RELATIONSHIPS**

- Work with other Presbytery staff in the development, implementation, and coordination of the Presbytery visions, goals and programs.
- Be available in consultation with the Presbytery Executive, to assist with Synod and General Assembly responsibilities.
- Consult, coordinate, and oversee the needs, ideas, and goals of the Heartland Presbytery Resource Center and its director.

**EVALUATION**

There is an annual review and evaluation of performance in relationship to the position described by Presbytery Council's Personnel Committee. There shall also be a comprehensive review and evaluation at least every five years.

**TERM**

This person is elected as an exempt employee for an indefinite term which is subject to termination in accordance with the Personnel Policies of Heartland Presbytery.