

Dear Friend—

The Co-Presbytery Leader Search Committee asked the Administrative Commission for the Presbytery of Detroit (POD) to write a letter to accompany the search documents to let you know the good progress that has been made and to be honest about the work that still needs to be done. Is the Presbytery of Detroit ready to function on its own, without the support of the Synod Administrative Commission? Well, no. But they're far closer than they were.

At the time the Synod of the Covenant voted to give original jurisdiction to the Administrative Commission for the Presbytery of Detroit, the presbytery suffered from a critical lack of trust. Over the last two years, progress has been made toward building reliable relationships. Leaders have shown their willingness to hold difficult conversations without rancor, modeling non-anxious and non-defensive behaviors.

At the beginning of 2024, POD leadership and the AC initiated a "pause," under which many presbytery committees ceased functioning for an undetermined period. The underlying purposes of this pause were to disrupt "the way we've always done things," to allow new leaders to emerge, and to allow a focus on two primary issues: financial accountability and racial justice.

Since the initiation of this pause, the following positive changes have been implemented:

- Both COM and CPM were changed from "committees" to "commissions" and have functioned independently very effectively ever since.
- The Board of Trustees, which had been a center of control and dominance, was replaced with the AC temporarily assuming those duties.
- As part of the transformation of the previous Board of Trustees structure, the following committees/task-forces were created: Budget and Finance, Human Resources, Grants, Investments, and Property and Loans. These are staffed with POD people and, temporarily, with subject matter experts from around the synod.
- During this time, the POD has begun work with the Center for Jubilee Practice on building a framework and a team for advancing racial justice in the presbytery.
- New policies dealing with the closing of congregations and sale of church property are intended to address the history of racism within the presbytery.
- As she has spearheaded the creation and approval of new by-laws and manuals, Co-Presbytery Leader/Stated Clerk Rev. Dr. Melissa Allison has worked to remind the POD that polity and policy are containers that provide boundaries for our relationships to grow and thrive, rather than weapons with which to silence or limit those with whom we disagree.
- POD's Strategic Planning Taskforce has presented a new structure for the presbytery which reflects the values of the positive steps mentioned above.
- Rev. Leslie Mott, during her tenure as temporary presbytery executive, worked toward cultural change by rebuilding trust and relationships with leaders, pastors, and congregations within the presbytery. The fruits of her labors are evident in the presbytery.

The Administrative Commission is working diligently toward to return jurisdiction to the Presbytery. We look forward to the arrival of a new Co-Presbytery Leader and invite you to prayerfully consider if God might be calling you to join us in this work!

Administrative Commission for the Presbytery of Detroit

TE Barry Chance  
Eastminster Presbytery

TE Jeanne Gay  
Maumee Valley Presbytery

TE Brian Maguire  
Miami Valley Presbytery

RE Alice McCollum  
Miami Valley Presbytery

RE Robert Sullivan  
Cincinnati Presbytery

RE Jim Wilson  
Presbytery of Scioto Valley

## Co-Presbytery Leaders Job Description

### Category:

In accordance with the Fair Labor Standards Act, this position is an exempt position. It is a full-time salaried position defined at 40 hours/week for a period of three years, renewable.

### Employment:

Employment for the position is by the Synod of the Covenant Administrative Commission for the Presbytery of Detroit, in accordance with Presbytery policies.

### Accountability:

The position is accountable to the Synod of the Covenant Administrative Commission until original jurisdiction is returned to the Presbytery of Detroit. In the process of returning original jurisdiction, it will be determined to which committee or commission the Co- Presbytery Leaders will be accountable.

This position description will be reviewed annually.

### Purpose:

The Co-Presbytery Leaders will provide spiritual and administrative leadership, guidance and oversight for the Presbytery Staff and such committees, commissions, teams, and work groups as are needed to support the process of rebuilding the Beloved Community of the Presbytery of Detroit. Co-Leadership is important to the Presbytery of Detroit as we live into the radical transformation and shifting of the culture to model shared leadership, collegiality, support of one another.

The Co- Presbytery Leaders will support the presbytery as it continues to identify and be accountable for historic and current practices of institutional and individual racism. They will assist in transforming the culture, clarifying shared priorities, and building transparent and accountable processes that serve the ministry of the Presbytery. The Co-Presbyter Leaders will model a new culture of communication, of support for committees toward increasing health and clearer systems and processes, and of working with others in the administration of the Presbytery.

This job description is provided for both positions (except where delineated) and will be navigated in collaboration between the Co-Presbytery Leaders, as this model intends.

## Requirements:

- Ruling or Teaching Elder
- Education minimum Masters level degree
- Minimum of five years' 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)
- Administrative skills in areas such as problem solving, volunteer recruitment and management, conflict transformation, strategic planning, and working with policies.

## Highlights:

- Full-time position (40 hours per week).
- Flexible Hours, including weekend and evening times, in person office time (Detroit, Michigan) and on-line. It is expected that the person in this position will adjust their schedule to allow for sabbath time.
- Salary: \$100,000 annually, plus full benefits from the Board of Pensions (Covenant Plan, Medical Plan for staff person and family)
- Professional allowance for items such as travel, conferences, training and other resources essential to the job performance.
- Mid-council leader at Presbyterian Church (USA) General Assembly
- Presence in congregations of the Presbytery two Sundays per month

## Skill Set and Qualities:

The Presbytery of Detroit seeks individuals who demonstrate the following gifts:

- **FAITHFULNESS**
  - Exemplify and embody the love and justice of Jesus Christ
  - Are open, inclusive, respectful, collegial, honest, humble, energetic, pastoral, and spiritual
  - Are committed to a theology and culture of abundance and pragmatic hope
- **LEADERSHIP**
  - Are self-differentiated and able to lead in a non-anxious way in times of conflict and uncertainty
  - Have high emotional intelligence and perception
  - Deeply understand power in regard to race, gender, and sexual orientation
  - Collaborate with others to elicit new energy, ideas, and trust within the presbytery
  - Create coalitions and networks among diverse groups of people to bring them together for a greater purpose

- **COMMUNICATION**
  - Effectively share ideas and emotions in writing and speaking both in person and online
  - Speak on behalf of the presbytery both internally and externally to represent its decisions and policies (in cooperation with the other Co-Presbytery Leader)
- **GLOBAL AND ANALYTICAL THINKING**
  - Understand big concepts and work with the details to implement them
  - Are creative and resourceful in areas of people management, technology, and in person gatherings/meetings.

### Position Responsibilities:

The Co-Presbytery Leaders will work collaboratively in the following areas, sharing and dividing responsibilities as they see fit.

### Racial Healing & Restorative Justice in the Presbytery of Detroit

- Work to staff and support the work of the Center for Jubilee Practice, along with the organizing Team from the Presbytery of Detroit, to provide listening and “truth-telling” sessions in the Presbytery of Detroit, with the goal of bringing justice, conciliation and healing within the Presbytery.

### Administrative Leadership

- Resource on matters related to the policies of the Presbytery of Detroit and the Book of Order.
- Support the work of the following committees: Budget & Finance, Investments, Human Resources, and Grants, in their work of fulfilling the mission, vision and policies of the Presbytery of Detroit.

### Strategic Planning

- Work collaboratively with the other Co-Presbytery Leader and the Strategic Planning team to establish healthy, transparent and accountable committees and structure for the Presbytery of Detroit

### Commission on Ministry (COM)

- Foster a sense of trust, inclusion, and connection with and between our congregations, ministers, commissioned pastors, and other congregational leaders.
- Serve as staff support and resource person for monthly meetings of COM Cabinet and COM meetings.
- Be a resource to members of COM as they serve as liaisons with congregations and pastoral leaders.

- Perform “Executive Checks” with other Presbytery Leaders concerning the transfer of ministers both in and out of the presbytery.
- Consult and support the COM Co-Moderators and liaisons as they work with churches in transition.
- Provide pastoral support (in crisis) for both ministers of the Word and Sacrament and elders, including Commissioned Ruling Elders (CRE’s), who are serving actively in the work of the Presbytery of Detroit.
- Serve as a resource person in the creation of or changes to policies
- Be present in congregations of the Presbytery two Sundays per month.

### Commission on Preparation for Ministry

- Support the covenant relationship between congregations, sessions and those preparing ministers of Word and Sacrament and commissioned pastors.
- Serve as staff support and resource person for CPM monthly meetings
- Serve as advisor to Co-Moderators on parliamentary procedure, Presbyterian polity and the By-Laws/ Policies/ Procedures of the Commission.
- Serve as a resource person in the creation of or changes to policies
- Help facilitate the collaboration of the overlapping work of COM and CPM

### Committee on Nominations & Representation

- Provide staffing and support to the committee to help provide broad representation from the Presbytery of Detroit.
- Provide staffing and support to the committee to ensure there are procedures and mechanisms for promoting and reviewing the presbytery’s implementation of the church’s commitment to inclusiveness and representation.

### Synod of the Covenant Administrative Commission for the Presbytery of Detroit

- Provide communication from the Administrative Commission to the Presbytery of Detroit, as directed.
- Serve- as a liaison between the Synod AC and the Presbytery of Detroit (including committees and commissions).

### Co-Presbytery Leader (Staff Supervision):

These responsibilities belong to only one of the Co-Presbytery Leaders. They are not shared.

- Plan, organize, and direct the daily activities of the Presbytery’s office, including matters dealing with human resources, facilities, finances, calendar, and other administrative functions.
- Supervise the professional and support staff (Office Administrator, Executive Assistant, Hunger Action Coordinator), communicating regularly and working collaboratively

## Co-Presbytery Leader (Stated Clerk):

These responsibilities belong to only one of the Co-Presbytery Leaders. They are not shared.

- Fulfill the responsibilities defined by the Book of Order and by the actions of Presbytery/Synod Administrative Commission.
- Interpret or cause to have interpreted points of Ecclesiastical Law as requested by members, committees, sessions and churches of Presbytery.
- Maintain all official records, minutes and rolls of the Presbytery as required by the Book of Order.
- Prepare and submit all official communications to the media and reports of the Presbytery to the Synod of the Covenant and the General Assembly. Relate to the appropriate unit(s) of the Synod of the Covenant and of General Assembly in the fulfillment of their work.
- Serve as staff resource for the reading of Session minutes.
- Serve as staff resource for the Permanent Judicial Commission.
- Serve as Parliamentarian for the Presbytery of Detroit
- Serve as secretary for the Commission on Ministry, Commission on Preparation for Ministry, and Commission for Examination for Ordination/ Installation.
- Train and resource the Administrative Commissions of the Presbytery of Detroit
- Attend training events for stated clerks of presbyteries, and conduct training events for clerks of session within in the Synod and PC(USA), with the assistance of others as needed.
- As Stated Clerk, this employee is an Officer of the Presbytery.