



## Ministry General Information

|                                                                 |                                 |                                                 |
|-----------------------------------------------------------------|---------------------------------|-------------------------------------------------|
| Ministry Name<br>The James Presbytery                           | Presbytery<br>James             | Synod<br>Mid-Atlantic                           |
| Email<br>office@presbyteryofthejames.org                        | Preferred Phone<br>804-262-2074 | Website Address<br>www.presbyteryofthejames.com |
| Mailing Address<br>3218 Chamberlayne Ave, Richmond,<br>VA 23227 | Alternate Phone/Email           | Community Type                                  |
| Congregation or Organization Size                               | Curriculum                      | Average Worship Attendance                      |
| Church School Attendance                                        | Statistical Report              |                                                 |
| Intercultural Composition                                       |                                 | Released Date<br>5/28/2026                      |

## Information about the Position

### Position Requirements

|                                                                                                               |                                                        |
|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| Position Type(s)<br>General Presbyter/Executive Presbyter/Presbytery Leader                                   | Language Requirements<br>English                       |
| Experience Required<br>5 to 10 Years                                                                          | Statement of Faith required?<br>Yes                    |
| Specify Title, PT Work Hours or Salary Range (if applicable)<br>Transitional Executive Presbyter/Stated Clerk | Are you open to a clergy couple?<br>Yes                |
| Employment Status<br>Full-time                                                                                | MDP Application Deadline (if applicable)<br>2026-12-31 |

### Ministry Requirements

#### Church Mission/Vision Statement

Our mission at the Presbytery of the James is to support leaders, congregations, and ministers in growing followers of Jesus Christ who joyfully live out God's mission in the world.

Presbytery of the James was created in 1989 to serve churches in central Virginia. The presbytery is responsible for the government of the Presbyterian Church (U.S.A.) throughout its district, and for assisting and supporting the witness of congregations to the sovereign activity of God in the world, so that all congregations become communities of faith, hope, love, and witness. Just under 100 worshipping communities are included under the umbrella of Presbytery of the James.

Tasks, expectations, salary range, duties, supervision, assignments, and responsibilities for the position.

The Transitional Presbyter/Stated Clerk will be the face of the Presbytery of the James, and the heart of our ecclesiastical energy. Connecting with congregations across the presbytery, they will build enthusiasm for who we are and what we can do together going forward.

Either a Ruling Elder or Minister of Word and Sacrament, this leader will provide visionary leadership and spiritual guidance for the Presbytery of the James (POJ), while also serving as ecclesiastical administrator, ensuring that all constitutional, procedural, and ministerial functions are conducted effectively. As General Presbyter(GP), this position will be the primary connectional leader for the congregations and ministries of the POJ, as well as serving as the head of staff. As Stated Clerk(SC), this person will be the chief ecclesiastical officer of the POJ, responsible for constitutional and procedural matters as described in the Book of Order.

The Transitional GP/SC is elected by the Presbytery of the James for a term of two years, with the possibility of renewal or being elected into a “permanent” position. This is a full-time, salaried position, typically Sunday to Thursday.

- Visionary leader, engaging and thoughtful in manner, clear and articulate in expression, faithful to the gospel witness of Jesus Christ, and filled with a great hope and love for the Church.
- Attributes: Christian discipleship, integrity, humility, pastoral sensitivity, emotional maturity, adaptability, commitment to diversity.
- Education: Master’s degree at a minimum; strong knowledge of Presbyterian polity and Reformed tradition.
- Experience: Significant leadership/administrative background (minimum 5 years preferred); recordkeeping; governance; pastoral care/conflict mediation.
- Skills: Written/oral communication, organizational ability, interpersonal skills, strategic thinking, technological competence.

Compensation & Housing

Minimum Effective Salary  
85000

Housing Type  
N/A (For non-pastoral positions)

MDP - Narratives

How would you describe the congregation's/organization's specific vision for ministry? How will this vision impact the community? Is the congregation part of a ministry vision or program?

The POJ supports and connects congregations and leaders as they live out God's mission in the world. The POJ is adapting from a more centralized, managerial structure to a more interconnected, relational style as we recognize the changing culture and the intergenerational spiritual needs of our community. This community, experiencing some of the disconnection common to our current climate, experimented with a three-presbyter model with limited success. We remain open to innovative leadership and sustain a vibrant desire and hope to reinvigorate our interconnection.

Connection, to God and each other, equips our worshipping communities to extend God's grace to each context in which we find ourselves, embodying the "kingdom" at hand. The POJ impacts the communities we serve by obeying Jesus' call to "feed my sheep," leading efforts for justice and peace, nourishing spiritual and relational hunger, and meeting physical and practical needs,

The Presbytery of the James envisions every member, every congregation, every worshipping community as a vital, participating, and growing part of the body. This interconnected body is enabled to advance the kingdom of God as it unfolds in our communities.

What is the nature and context of the community in which your congregation lives out its mission/vision? How will you address the emerging needs that are impacting your community?

The POJ spans a large geographic area, including areas of northern, central, and southeast Virginia. The presbytery reflects six diverse interconnected nominating regions, which include both traditional worshipping communities, new worshipping communities, and ministers at large. In a region defined by early American history, the POJ strives to affirm this rich cultural history, while acknowledging and addressing its historic divisions.

The POJ encompasses over a 100-mile radius of a region that is politically, theologically, and ecologically diverse. From the tidewater of the bay to the center city of Richmond to the mountains of Charlottesville, the POJ encompasses college towns, farm communities, multiple military bases, and a rich patchwork of suburban life. What brings the people of the POJ together is (obviously) Jesus, and our commitment to those on the margins. Each year Presbyters participate in (and help to fund) programs such as feeding ministries (like Rise Against Hunger and IMPACT in Charlottesville), RISC (Richmonders Involved in Strengthening Communities), and SDOP (Self-Development of People).

We are addressing the emerging needs that are impacting our community by leveraging our diversity. We build on the tradition of faith in the POJ's historic urban, suburban, and rural churches, while supporting and developing new and creative worshipping communities such as those birthed to serve immigrant and incarcerated peoples. As we dream of a church and Presbytery of tomorrow, we seek a leader who recognizes this rich diversity within our region and will help to strengthen the assets and gifts that are already here.

How will this call help complement the responsibilities of other staff/volunteer positions, and the life of the congregation/organization, so that you may accomplish your short and long-term goals for ministry?

As General Presbyter(GP), be the primary connectional leader for the congregations and ministries of the POJ, as well as serving as the head of staff.

How will this call help complement the responsibilities of other staff/volunteer positions, and the life of the congregation/organization, so that you may accomplish your short and long-term goals for ministry?

- Visit, resource, and provide guidance to congregations, ministries, and their leadership.
- Provide pastoral supervision, support, coaching, and care to congregations, teaching elders, and sessions, especially during times of transition, conflict, or strategic discernment.
- Vision-cast with POJ leadership to develop long-term strategies and goals aligning with the presbytery's mission and vision statements.
- Support the work of chairs and moderators of POJ commissions/committees/teams.
- Oversee the daily administration of the POJ: staff supervision, budgeting, technology, and logistics.
- Oversee communications: newsletters, website, social media, email, reports, etc., fostering transparency, connection, and coordination across congregations and ministries.
- Monitor and direct continuous improvement in presbytery systems (e.g. record systems, financial systems, technology platforms)

Provide a description of the skills, gifts and training the person you hope will become a part of your ministry must have, to lead the congregation towards the vision and mission established.

As Stated Clerk(SC), be the chief ecclesiastical officer of the POJ, responsible for constitutional and procedural matters as described in the Book of Order

- Ensure accurate recordkeeping of presbytery minutes, membership rolls, correspondence, and official documents.
- Collaborate with Mission Council to set the agenda for presbytery meetings.
- Serve in presbytery meetings, ensuring rules of order and POJ standing rules are followed.
- Receive overtures, deliver them to appropriate committees/teams, record actions and track their progress.
- Handle commissioning and dismissal of congregations, the receipt or dismissal of teaching elders, and other constitutional actions as required by the Book of Order.
- Serve as custodian for historical and archival materials, ensuring legal preservation and proper transfer of records.
- Work with Trustees/legal counsel concerning property, incorporation, and legal compliance as required
- Recruit, train, and orient members of investigative committees and the Permanent Judicial Commission, providing guidance on polity and procedure.
- Serve as a resource for POJ commissions and committees, providing guidance on polity and procedure.
- Interpret the Constitution (Book of Order/Book of Confessions) in consultation with commissions and committees, providing guidance where needed.

What areas of ministry do you expect the person called to be responsible for? Share specific tasks, assignments, and programs.

In addition to the above, connectional skills are imperative. In this transitional time, the hope for the GP/SC is to spend more time connecting and resourcing the congregations of the POJ. (Please see attached documentation for additional information.)

Administrative, Financial, and Operational Duties:

- Oversee the annual budget, financial reporting, and audits under direction from the Budget Committee.
- Act as treasurer of the POJ, administering the budget and monitoring all receipts and disbursements, and communicating regularly with the accounting firm retained by the POJ.
- Ensure internal controls, compliance with fiduciary responsibilities, and oversight of staff/contractors.
- Negotiate and manage contracts (e.g. for services, insurance, office space, technology).
- Supervise professional and support staff, collaborating with the Personnel Committee of the Mission Council in hiring, evaluation, oversight, and development.
- Oversee logistics of presbytery meetings (in-person/hybrid/virtual) in coordination with Mission Council and support staff, including site arrangements, technology, registration.
- Align administrative systems (database, membership tracking, communication tools) for efficiency and integration.

## Optional Links

Transitional EP/SC Job Description - - [https://drive.google.com/file/d/12QrCYue7QMtFx02SVhIV1XoAYPBhhPNq/view?usp=share\\_link](https://drive.google.com/file/d/12QrCYue7QMtFx02SVhIV1XoAYPBhhPNq/view?usp=share_link)

Additional Links - - [https://docs.google.com/document/d/1LqKWVtD7hPNwSKhDyaYlu7kYQVMFqMVCewZ0A\\_EMeB0/edit?tab=t.0](https://docs.google.com/document/d/1LqKWVtD7hPNwSKhDyaYlu7kYQVMFqMVCewZ0A_EMeB0/edit?tab=t.0)

## References

### Reference #1

Charles Grant  
Former Stated Clerk  
804-840-9029  
rcharlesgrant@gmail.com

### Reference #2

Fred Holbrook  
Former Presbyter  
540-421-4421  
fredholbrook55@gmail.com

### Reference #3

Barbara Chalfant  
Former Presbyter  
434-944-0137  
barbarachalfant@yahoo.com

## Self-Referral Contact Information

COM

Kerry Foster

Email Address

tempgp@presbyteryofthejames.org

Preferred Phone

1-804-514-3358

|                                 |                                     |
|---------------------------------|-------------------------------------|
| EP                              | Preferred Phone                     |
| Kerry Foster                    | 1-804-514-3358                      |
| Email Address                   |                                     |
| tempgp@presbyteryofthejames.org |                                     |
| PNC                             | Address                             |
| Tessa Schuman or Liz Hulme Adam | 2410 Viburg Ct. Midlothian VA 23113 |
| Preferred Phone                 | Email Address                       |
| 804-357-8706                    | POJSearchTeam@gmail.com             |