

SAMPLE JOB DESCRIPTION DISTRICT PRESBYTER FOR A SECTION

1. Overview.

The Presbyter is an officer of the district and is an integral part of the entire district structure, connecting the ministers within each section to the district office, the district departments, and to the district vision and purpose. The Presbyter serves on the District Board and works under the oversight and at the behest of the District Superintendent.

- a. The officers of the district shall be as follows: the District Superintendent, the District Presbyters (one being elected from each section) and the District Secretary-Treasurer (may be one or two persons).

—SOURCE: *UPCI District Constitution, Article 1, Section 1, Paragraph 1*

- b. The District Board shall consist of District Superintendent, District Secretary, and the District Presbyters.

—SOURCE: *UPCI District Constitution, Article 1, Section 2, Paragraph 1*

2. Qualifications. The qualifications for the office of Presbyter are as follows:

- a. Must be a male at least thirty (30) years of age, must have been a minister in good standing with the organization for at least two (2) years, must have been ordained at least one (1) year, must have proven loyal to the organization by cooperation in the upbuilding of the work, and must have been a cooperating member of the district for at least one (1) year. Must conform to the Fundamental Doctrine.

—SOURCE: *UPCI District Constitution, Article I, Section 3*

- b. The basic and fundamental doctrine of this organization shall be the Bible standard of full salvation, which is repentance, baptism in water by immersion in the name of the Lord Jesus Christ for the remission of sins, and the baptism of the Holy Ghost with the initial sign of speaking with other tongues as the Spirit gives utterance.

We shall endeavor to keep the unity of the Spirit until we all come into the unity of the faith, at the same time admonishing all brethren that they shall not contend for their different views to the disunity of the body.

—SOURCE: *UPCI Articles of Faith, Fundamental Doctrine*

3. Constitutional Duties.

The duties of the Presbyter are as follows:

- a. The District Presbyter shall work under the direction of and in cooperation with the District Superintendent in carrying out district work.
- b. In the event the district is divided into section and a District Presbyter is elected from each section, said District Presbyter shall oversee the work of the section in which he is elected under the supervision of the District Superintendent.

- 1) He shall preside as chairman of all sectional business meetings.
- 2) He shall endeavor to maintain a spirit of harmony and cooperation in the section with all ministers, churches, departments of the district and general work.
- 3) He shall be in charge of all sectional fellowship meetings or appoint a chairman to serve in said capacity.
- 4) He shall notify the District Superintendent of all resignations or impending resignations of pastors in the section, and consult with him concerning any complaints that have been brought to his attention regarding any minister in the section, or any difficulty arising between pastors or churches.
- 5) As requested by the District Superintendent, he shall assist in securing pastors for assemblies in his section. (See Sample Pastoral Selection Process and See Sample Instructions for Pastoral Election.)
- 6) As a member of the District Board, he shall examine all applications for license or credentials in his section in advance of their appearance before the District Board.
- 7) He shall supply the District Superintendent with whatever assistance or information he may have which would assist him in carrying out the district work.
- 8) In the furtherance of the work in his section, he shall have the right to appeal to any minister who is a member of his section and any evangelist or missionary currently working in his section.

—SOURCE: *UPCI District Constitution, Article II, Section 2*

4. New Works and Relocation of Existing Works.

- a. The Presbyter should assist the District Superintendent and District Board in processing applications for new preaching points, daughter works, and churches according to district policy. (See also #5.)
- b. The Presbyter should inform the District Superintendent if any works are started or relocated without District Board approval and if any works are discontinued.
- c. It is the responsibility of the Presbyter to follow up on any applications for church relocations:

No minister, or church congregation pastored by one of our ministers, shall relocate or move an existing church in a city or neighborhood where there is another United Pentecostal Church, without written permission from the District Board. All applications for permission to relocate or move an existing church congregation in a city or neighborhood where there is another United Pentecostal Church must be submitted in writing thirty (30) days prior to the District Board meeting. The district secretary shall notify the Sectional Presbyter of the application at least twenty (20) days prior to the District Board meeting. The Presbyter shall notify the neighboring pastors, if applicable, at least ten (10) days before the District Board meeting.

—SOURCE: *UPCI General Constitution, Article VII, Section 7, Paragraph 4*

5. Other Recommended Duties (subject to district policy and procedure)

- a. The Presbyter chairs an annual sectional planning session including the Sectional Secretary and his department heads. The purpose of this meeting is to coordinate the overall calendar and plans of the section.
- b. The Presbyter should communicate regularly with the ministers in the section, individually and collectively, in order to keep every minister connected as much as possible. For section-wide letters or emails, a copy should be sent to the District Superintendent and District Secretary-Treasurer.
- c. The Presbyter serves as the ministerial liaison to his section and is urged to communicate with each minister on at least a quarterly basis through phone calls, email, mail, texts, or personal visits.
- d. In districts where it applies, the Presbyter serves with the district department director and District Superintendent to form the nominating committee for sectional offices.
- e. The Presbyter is the key person in promoting growth of new churches, daughter works, and preaching points in a section.
 - 1) The Presbyter works with the sectional and district leadership to establish Target Cities where new works can be established.
 - 2) In metropolitan areas, the Presbyter works with area pastors to identify places where new works can be established.
 - 3) The Presbyter makes mention of these Target Cities in sectional meetings and communicates the need to start more works.
 - 4) The Presbyter dialogues with pastors near the Target Cities to ascertain if area pastors may be interested to begin reaching into these targeted areas.
- f. The Presbyter assists in processing all applications for new works (preaching points, daughter works, and home missions works) in the following manner:
 - 1) Required: Contacts any pastor in the same city or community as the proposed new work to notify about the application and to seek input.
 - 2) Recommended: Contacts applicant to discuss his or her preliminary plans and offers guidance. The Presbyter should approach each application with a predisposition to approve qualified applicants. This predisposition does not overlook issues that must be addressed, but it does view each application as the possibility to reach souls and grow the Kingdom.
- g. The Presbyter assists local pastors in activating and training future ministers. The section may choose to have a section-wide training program for future ministers.
- h. The Presbyter seeks to dialogue with and involve the next generation of ministers. Regular meetings or communications should be fashioned for this purpose.
- i. In cases of ministerial disagreement or grievance against a minister, the Presbyter should follow the following guidelines:
 - 1) Encourage reconciliation.
 - 2) Be objective and impartial.
 - 3) Treat everyone with respect.
 - 4) Presume innocence.
 - 5) Be aware of applicable judicial procedure and follow it carefully.

- 6) Inform the District Superintendent of any matter that is not resolved satisfactorily and in a timely manner.

6. Sectional Matters.

- a. The section shall be an integral part of the district and is under the jurisdiction of the District Conference and District Board.
- b. No section in any of our districts shall be permitted to buy or lease real estate for sectional purposes. They shall not hold any sectional camp meetings or youth encampments without the annual permission of the District Board. When such permission is obtained, the District Superintendent and the Presbyterian of the said section shall act as a committee to supervise the meeting under the direction of the District Board.
- c. No resolutions or bylaws shall be adopted at a sectional conference that conflict with either the General or District Constitution.
- d. The District Superintendent shall preside at all elections of District Presbyters and sectional officers at the sectional conference. In the event the District Superintendent cannot attend the sectional conference, the District Secretary shall preside.

—SOURCE: *UPCI General Constitution, Article XVII, Section 4, Paragraphs 6-9*