

## **JOB DESCRIPTION: SECTIONAL PRESBYTER**

### **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 and to the district departments. The presbyter serves on the district board and works under the oversight of the District Superintendent and at his behest.

1. The officers of the district shall be as follows: a district superintendent, the district presbyters, one being elected from each section, and a district secretary-treasurer (may be one or two persons). (STX Constitution, Article I, Section 1).
2. The District Board shall consist of district superintendent, district secretary, and the district presbyters. (STX Constitution, Article I, Section 2).

### **2. Qualifications.** The qualifications for the presbyter are as follows:

1. Must be a male at least thirty years of age, must have been a minister in good standing with the organization for at least two years, must have been ordained at least one 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 year. The only exception to this is that the district superintendent must have been a minister in good standing with the organization for at least five years. All must conform to the Fundamental Doctrine. (STX Constitution, Article I, Section 3).

### **3. Constitutional Duties.** The duties of the presbyter are as follows:

1. The district presbyter shall work under the direction of and in cooperation with the district superintendent in carrying out district work.
2. The district presbyter shall oversee the work of the section in which he is elected under the supervision of the district superintendent.
  - a. He shall preside as chairman of all sectional business meetings.
  - b. 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.
  - c. He shall be in charge of all sectional fellowship meetings or appoint a chairman to serve in said capacity.
  - d. He shall notify the district superintendent of all resignations or impending resignations of pastors in the section, and consult with him concerning any complaints which have been brought to his attention regarding any minister in the section, or any difficulty arising between pastors or churches.
  - e. He shall assist the district superintendent in securing pastors for assemblies in his section.
  - f. 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.
  - g. He shall supply the district superintendent with whatever assistance or information he may have which would assist him in carrying out the district work.

- h. 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: *STX Constitution, Article II, Section 2*

- 3. It is the responsibility of the presbyter to follow up on ministers building new works in his section without board permission:

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 30 days prior to the District Board meeting. The district secretary shall notify the sectional presbyter of the application at least 20 days prior to the District Board meeting. The presbyter shall notify the neighboring pastors, if applicable, at least 10 days before the District Board meeting and invite them to meet with him first, then with the district board, to share input if so desired, and their views shall be considered before a final decision is made. (STX Constitution, Article V, Section 3, Paragraph 4).

#### **4. Other Duties.**

- 1. The presbyter chairs an annual sectional planning session including the secretary and his department heads. The purpose of this meeting is to coordinate the overall calendar and plans of the section.
- 2. 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.
- 3. The presbyter serves as the ministerial liaison to his section and is responsible for communicating with each minister semi- annually via phone calls, email or mail.
- 4. The presbyter serves with the district department director and district superintendent to form the nominating committee for sectional offices.
- 5. The presbyter assists in processing all applications for new works (daughter works and North American missions works) in the following manner:
  - a. Required: Contacts any pastor in the same city or community as the proposed new work to notify about the application and to seek input.
  - b. Recommended: contact applicant to discuss his or her preliminary plans and offer guidance.
- 6. In cases of ministerial disagreement or complaint against a minister, the presbyter should follow the following guidelines:
  - a. Encourage reconciliation.
  - b. Be objective and impartial.
  - c. Treat everyone with respect.
  - d. Presume innocence.
  - e. Follow procedure and provide accurate information about proper procedure.

- f. Inform the district superintendent of any matter that is not resolved satisfactorily and in a timely manner.

**5. Sectional Matters.**

1. The section shall be an integral part of the district and is under the jurisdiction of the District Conference and District Board.
2. 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 Presbyter of the said section shall act as a committee to supervise the meeting under the direction of the District Board.
3. No resolutions or bylaws shall be adopted at a sectional conference conflicting with either the General or District Constitution.
4. 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. (Article XIX, Section 4, General Constitution)