

Position:	Assembly Executive Secretary (AES)			
Reporting to:	Council of Assembly (COA)			
Organisational Unit:	Assembly Office			
Location:	Wellington			
Staff Responsibility:	Number of direct reports:	5	Number of indirect reports:	10
Effective date:	July 2025			

Our Mission

The Presbyterian Church of Aotearoa New Zealand is called by God to work with others in making Jesus Christ known through:

- Teaching and nurturing people in Christian faith.
- Loving service responding to human need.
- Proclaiming the gospel.
- Seeking to transform society.
- Caring for God's creation.

These are often referred to within our Church as the **Five Faces of Mission**.

Values of the National Services Team

Values in a Spirit of Aroha	Description
Christian	We strive to be encouraging and compassionate, working with integrity and care for God's creation
Whānau	We operate as one team in an environment of respect and truth
Innovative	We look forward to remaining agile and are responsive to change
Collaboration	We achieve more by working together and communicating with clarity
Quality	We deliver excellence and hold ourselves accountable for results

Position Purpose

The Assembly Executive Secretary (AES) role includes that of the Clerk of the General Assembly and is similar to the role of a "Chief Executive" for the Church, accountable to the Council of Assembly through the Convenor of the Council.

The AES oversees the employment of all Assembly Office staff and is responsible for advancing the strategic and missional objectives agreed upon by the General Assembly and overseen by the Council of Assembly.

In fulfilling these responsibilities, the AES will:

- Provide strategic and leadership advice to the General Assembly, the Council of Assembly and other governance bodies of the Church.
- Provide advice to the General Assembly, the Council of Assembly, and other governance bodies of the Church on the policies and polity of the Church, drawing from the Book of Order, Supplementary Orders and New Zealand law.
- Lead, and manage the performance of the Assembly Office in delivering agreed outputs, including support for Assembly committees and workgroups, and in doing so reflect the values of the Church, and God's mission for it.
- Develop and maintain collaborative and pastorally supportive relationships with key elements of the Church, and external partners.
- Ensure effective communication from the Assembly Office on the direction of and developments in the life of the Presbyterian Church of Aotearoa New Zealand and represent the Church nationally and internationally.

The AES must embody a servant leadership approach, fostering the ethos, culture, and faith of the Church while operating within its conciliar structure, where authority is shared across councils and courts rather than centralised in a single individual. The AES will need to be available for national and international travel, including weekend commitments, to represent the Church.

Two key documents inform the role of the AES:

- The Book of Order [e.g., role Clerk of Assembly and oversight of General Assembly operations]
- The Council of Assembly Handbook

Key Accountabilities

The AES's responsibilities evolve as the Church's needs change. The incumbent must be adaptable and forward-thinking.

Key Accountabilities:	Key Responsibilities:	Success Indicators:
Strategic Leadership and Advice to Governance: Supports effective governance of the Church through the provision of strategically aware advice to the General Assembly and the Council of Assembly.	<ul style="list-style-type: none"> Alerts governance bodies to key strategic issues, opportunities, and risks. Advise governance bodies on strategic options to advance the Church's mission. Provide ongoing reporting on progress and impact, recommending adjustments as needed. 	<ul style="list-style-type: none"> Governance bodies have clarity on Church-wide priorities and emerging challenges. Effective and timely decision-making supports strategic implementation. Regular reporting ensures progress tracking and corrective action when necessary.
General Assembly: Fulfil the functions of the Clerk of Assembly as set out in the Book of Order	<ul style="list-style-type: none"> Regarding the biennial meeting of the General Assembly, oversee all operational functions for the gathering, ensuring compliance with regulations. Coordinate communication with Presbyteries regarding representation, Assembly Reports, and compilation. Ensure the Moderator is well supported and advised during the biennial meeting. In between meetings of the General Assembly, ensure needed actions to implement decisions of the Assembly are initiated and provide explanation and guidance to support implementation, as required. 	<ul style="list-style-type: none"> The GA Business Committee, the Local Arrangement committee and the Moderator Designate are well supported within the expected timeframes. Reports are provided on time and within the timeframe and any delays are managed. Diverse representation at GA from across the church is promoted. All decisions made by the Assembly are actioned, including being reflected in the Book of Order
Assembly Office leadership: Direct responsibility and oversight of the Assembly Office operations and staff	<ul style="list-style-type: none"> Act as the core channel of communication between the Assembly Office and the Council of Assembly, ensuring appropriate input to the Council from the team as required and the timely implementation of Council decisions. Inspire and lead the Assembly Office to achieve high standards. Ensure robust policies, procedures and systems deliver a high-quality service to the Church. Develop and oversee key performance indicators (KPIs) for staff. Provides a safe and supportive workplace environment. 	<ul style="list-style-type: none"> The Assembly Office is engaged, productive, and mission focused. The team delivers the agreed work programme efficiently and effectively. Staff satisfaction and retention rates remain high. Compliance with regulatory requirements is consistently upheld.
Relationship Management: Effectively builds and maintains key relationships inside and outside the Church to advance the mission of the church.	<ul style="list-style-type: none"> Maintain strong relationships with, and provide pastoral support to, Church leaders, including the Moderators of the General Assembly, Te Aka Puahou, and the Pacific Presbytery, the Asian Council, the Synod of Otago and Southland, Presbytery Executive Officers, Church Property Trustees, and other key groups. Collaborate on initiatives across Presbyteries and congregations. Manage relationships with national external stakeholders including other denominations, government agencies, and international partners. 	<ul style="list-style-type: none"> Effective collaboration across different Church entities. Strengthened external partnerships that enhance the Church's mission. Commitment to Te Tiriti o Waitangi is evident in Church relationships and initiatives.
Communications: Overseeing communication from the Assembly Office within and outside the Church.	<ul style="list-style-type: none"> Oversee Church-wide communications to ensure clarity and timeliness. Support the Moderator in effective communication with the Church. Manage and advise on external communications relating to the Church nationally, including media relations. 	<ul style="list-style-type: none"> Clear understanding of national priorities and developments within the Church. Internal feedback indicates communications are helpful and transparent. The Church's public position on key issues is clear and presents the Gospel positively.
Protection and Compliance: Ensuring that the Church complies with all safety and security policy, including with respect to child protection and complaints.	<ul style="list-style-type: none"> Promote and monitor compliance with policies on Child Protection, Code of Ethics and Health and Safety. Support processes for addressing Historic Abuse complaints. Oversee legal and disciplinary procedures under the Book of Order. Ensure implementation of responses to the Royal Commission on Abuse in Care 	<ul style="list-style-type: none"> Regular audits confirm strong compliance. Complaints are handled fairly and efficiently. The Church meets its public commitments regarding historic abuse responses.

Dimensions		
Dimension	Information which clarifies position size and scope against the dimension	
Delegations and decisions	Financial	As per financial delegations
	Staff Management	Managerial oversight of employment, remuneration, and health and safety
	Business Operations	Ensures activities align with the approved budget and strategic direction
	Recommendations to General Assembly and Council of Assembly	Prepares business cases and major action proposals
Health and Safety	Ensure a safe working environment and compliance with regulations	

Working Relationships	
<i>Each role has a number of key internal and external contacts with whom success in achieving the accountabilities of the position are an integral part. The following identifies the key contacts and the nature of that contact.</i>	
Stakeholder	Nature of contact
Council of Assembly	Works with the Convenor and Deputy Convenor to plan the work of the Council, provides advice to the Council of key issues, attends meeting and reports on own and Assembly Office teamwork
Resource and Leadership Sub-Committee	Provides updates and advice, and ensures alignment with General Assembly decisions
Book of Order Advisory Committee	Liaises to obtain advice to inform own work, and pass on to key decision makers
Presbyteries	Regular engagement with Presbytery Executive officers, providing advice as required, and facilitating collaboration between Presbyteries
Internal and External Stakeholders	Build relationships within the PCANZ and with other denominations, government bodies, and international partners

Person Specification		
<i>The person specification defines the must-have qualifications and skills to do the job, and the competencies which define the underlying characteristics of the individual that is to occupy the role.</i>		
1. Qualifications required for the position. <i>The qualifications listed below are those required for the position (for example, degrees, certificates, drivers' licenses), and will be verifiable via documentation / evidence.</i>		
Qualifications	Desirable	Required
Tertiary qualification		Yes
2. Skills, knowledge, and experience <i>Specific skills, knowledge and experience are needed to do this job and are listed below. Other skills, knowledge and experience may be an advantage but may not be listed.</i>		
<ul style="list-style-type: none"> Strong Christian faith commitment with experience within the PCANZ, and sense of call to the role 		
<ul style="list-style-type: none"> An understanding of the policies and polity of the Presbyterian Church, or an ability to develop such an understanding 		
<ul style="list-style-type: none"> Knowledge of Te Tiriti o Waitangi and its application in governance 		
<ul style="list-style-type: none"> Understanding of Abuse in Care and legislative compliance 		
<ul style="list-style-type: none"> Strong ability to think and work strategically 		
<ul style="list-style-type: none"> 5 – 10 years of business or nonprofit leadership experience, which could be within a church context. 		
<ul style="list-style-type: none"> Demonstrated ability in stakeholder relationship management 		
<ul style="list-style-type: none"> Recognised competency in pastoral care and its delivery 		
<ul style="list-style-type: none"> Strong communication, report writing, and decision-making skills 		
<ul style="list-style-type: none"> Strong Leadership qualities and a proven team player 		
<ul style="list-style-type: none"> An ability to lead both strategic and pastoral discussions and initiatives, and apply theological understanding 		
<ul style="list-style-type: none"> Resilience and ability to work under pressure 		
3. Organisational Chart		
The latest version of the organisation chart is attached		