



Job Description: Executive Presbyter

Full-Time/Installed
Elected for a Three Year
Term (Renewable)

Overview: The Executive Presbyter serves as the visionary leader and chief executive officer of the Presbytery of Arkansas, responsible for overseeing the presbytery's vision, culture, and innovation. This role provides leadership in achieving the presbytery's mission and goals, fostering partnerships, and supporting congregations and ministers. As the supervisor of the Director of Presbytery Operations and Congregational Vitality, the Executive Presbyter ensures alignment between vision and operational execution.

Responsibilities:

Vision and Strategy Development

- Articulate and implement the vision for the presbytery's future in collaboration with the Presbytery Coordinating Team and other leadership bodies.
- Oversee the development and execution of 3-year strategic goals and annual benchmarks, with ongoing evaluation of progress.
- Catalyze new worshiping communities and innovative expressions of ministry in collaboration with appropriate committees and task forces.
- Partner with ministers and congregations to identify church trends, opportunities for revitalization, and strategies for growth, including repurposing church properties when necessary.

Culture and Relationships

- Build and nurture relationships with ministers, elders, and congregations through regular in-person visits, striving to attend at least one session meeting or worship service for each congregation every three years.
- Collect and share inspiring and impactful narratives within the presbytery through communication channels.

Innovation and Ministry Development

- Foster conversations about bold and creative approaches to ministry that align with the presbytery's mission.
- Provide leadership and guidance to help congregations explore new ways of being church, including offering workshops, mentorship programs, or consultation services tailored to specific needs.
- Facilitate expertise on congregational vitality by staying abreast of trends, accessing resources, and participating in training to maintain expertise.
- Collaborate with committees and task forces to pilot and implement innovative ministry strategies that

reflect the presbytery's commitment to vitality and growth.

Development and Fundraising

- Lead the presbytery's development efforts, including:
 - Building relationships with major donors and designing donor engagement strategies.
 - Seeking and applying for grants to further the presbytery's mission.
 - Creating and executing annual giving campaigns and planned giving initiatives.
 - Expanding the base of individual monthly donors supporting the presbytery.
- Oversee fundraising-related events and maintain a database of donor relationships.

Leadership and Supervision

- Supervise and support the Director of Operations and Congregational Vitality, ensuring alignment between operational functions and the presbytery's vision.
- In conjunction with the Personnel Committee, conduct annual performance evaluations for direct reports, using formal tools or frameworks and incorporating feedback from committees and stakeholders.
- Provide regular coaching and mentorship to foster professional growth of presbytery staff, including structured one-on-one meetings and quarterly reviews of progress.
- Collaborate with appropriate committees and task forces in hiring staff and developing job descriptions as needed.

Administration and Governance

- Serve as a staff resource to key committees focusing on vision and strategic initiatives, such as:
 - **Committee on Ministry,**
 - **Committee on Nominations,**
 - **Future of the Church Committee,**
 - **Committee on Youth, Young Adults, and Campus Ministry**
 - **Strategic Planning Implementation Team**
- Provide regular communication to presbytery constituents through bi-weekly e-news updates and other channels.
- Report on progress and initiatives at each meeting of the presbytery and Coordinating Team.

Ecumenical and Denominational Engagement

- Represent the presbytery in ceremonial and ecumenical occasions and build relationships with leaders of other judicatories and faith traditions within Arkansas.
- Represent the presbytery at General Assembly, synod-wide events, and other ceremonial occasions, providing updates to the presbytery via appropriate platforms.
- Attend Synod of the Sun meetings and quarterly in-person gatherings of the Executive Presbyter Forum, as well as regular virtual meetings as schedule permits.
- Actively participate in ecumenical organizations and forums, building partnerships that advance the presbytery's mission.
- Serve as an ex-officio member of partner organizations' boards, such as Ferncliff Camp & Conference Center, Vera Lloyd Presbyterian Family Services, and the Presbyterian Foundation of Arkansas, as schedule permits.

Continuing Education and Development

- Engage in continuing education opportunities to remain current on trends and best practices in presbytery leadership and ministry innovation.
- Encourage and model lifelong learning and professional development for presbytery staff and leaders.

Required Attributes:

- A robust understanding of and ability to articulate Presbyterian polity and Reformed theology.
- Proven leadership skills, including vision casting, team-building, and conflict resolution.
- A highly relational and pastoral approach to ministry.
- The ability to inspire and navigate change while fostering collaboration.
- Membership in good standing within a PC(USA) congregation or presbytery.
- An eagerness to learn and explore new possibilities for ministry.

Accountability:

The Executive Presbyter is accountable to the Presbytery of Arkansas through the Personnel Committee, which conducts an annual evaluation of the Executive Presbyter's performance, goals, and alignment with the presbytery's mission. The evaluation also considers the effectiveness of the presbytery's structures and committees.