

## Section E, Attachment 2

### SPLT Proposed Job Description



Job Description:  
Director of Operations and Congregational Vitality  
Full Time

**Overview:** The Director of Presbytery Operations and Congregational Vitality oversees the mission, vitality, and connections within the presbytery. This position ensures the health and maintenance of the presbytery's operations, provides support to congregations and pastors, and strengthens collaborative ministry. Responsibilities include orienting and training committee members, managing presbytery operations, facilitating congregational growth, and offering pastoral care.

#### **Responsibilities:**

##### Operations

- Serve as staff resource to the following committees:
  - **Committee on Preparation for Ministry:** Ensure candidates for ministry are properly assessed, supported, and guided through the ordination process.
  - **Administrative and Finance Committee:** Oversee budget preparation, financial reporting, and adherence to presbytery financial policies.
  - **Committee on Representation:** Ensure equitable representation within the presbytery's leadership.
  - **Mission of the Church Committee (and sub-committees):** Collaborate on identifying and supporting mission priorities.
- Collaborate with the Committee on Nominations to ensure committees are adequately staffed with qualified members, meeting quarterly to address vacancies.
- Maintain and share key historical documents, guidelines, and training materials for committee orientation. Provide annual updates to ensure relevancy.
- Manage presbytery-wide meetings, ensuring agendas, minutes, and reports are prepared and distributed at least two weeks in advance.
- Collaborate with presbytery staff and committees to ensure presbytery meetings are well-planned, meaningful, and inclusive.
- Act as a primary point of contact for inquiries regarding presbytery policies, historical records, or procedural guidance.

##### Connection and Care

- Partner with the Executive Presbyter to assess and support congregational vitality across the presbytery.
- Facilitate crisis support for congregations, such as pastoral transitions, conflicts, or congregational decline, by mediating disputes or providing external resources.
- Organize an annual Gathering for New Pastors, CREs, and Educators, including workshops, introductions to presbytery leadership, and opportunities for networking and fellowship.
- Encourage ministers to participate in small groups for mutual support and fellowship, organizing

quarterly check-ins to ensure participation.

- Provide resources, tools, and training to congregations seeking revitalization or exploring new forms of ministry.
- Assist congregations in identifying opportunities for collaboration, shared ministry, and community engagement.
- Serve as a point of contact for congregations navigating challenges or transitions, offering guidance and connecting them with presbytery resources.
- Visit congregations, pastors, and session meetings quarterly or as requested to provide support, guidance, and encouragement.

#### Administration

- Supervise and provide regular feedback to operational staff, including the Stated clerk and Administrator. In cooperation with the Executive Presbyter and Personnel Committee, conduct annual evaluations and identify opportunities for professional development.
- Collaborate with the Treasurer and Administrative and Finance Committee to develop the annual budget. Monitor expenses to ensure the presbytery operates within budgetary guidelines, providing quarterly financial updates to the Coordinating Team.
- Develop and maintain presbytery policies, ensuring they are reviewed every three years or as needed. Examples include personnel policies, financial controls, and procedural guidelines for congregations.
- Maintain relationships with a technology consultant to provide congregations with support for live-streaming worship, website design, and social media use. Promote workshops or training sessions to improve congregations' digital engagement.

#### Leadership and Vitality

- Work closely with the Executive Presbyter to implement the presbytery's strategic goals and benchmarks.
- Coordinate with committees and task forces to advance initiatives related to mission, congregational vitality, and innovation.
- Assist in evaluating the effectiveness of programs and projects, providing recommendations for improvement.
- Lead clergy recruiting efforts by building relationships with seminaries, pastoral networks, and regional leaders. Track and report on the number of vacancies filled and time-to-placement annually.

#### **Required Attributes:**

- Strong understanding and ability to articulate Presbyterian polity and Reformed theology, with a minimum of five years of leadership experience in a PC(USA) congregation or presbytery.
- Proven ability to build and sustain collaborative teams and mediate conflicts effectively.
- Demonstrated experience in budget management, strategic planning, and operational oversight.
- Strong relational and pastoral skills, with an emphasis on problem-solving and emotional intelligence.
- Proficiency in using and promoting technology to enhance congregational engagement.
- Conflict mediation training preferred.

#### **Accountability:**

The Director of Operations and Congregational Vitality will report to the Executive Presbyter and be accountable to the Personnel Committee. Performance will be reviewed annually, with an emphasis on meeting established goals and improving presbytery health and vitality.