
Synod of the Covenant

Position Description: Synod Executive

Purpose

The Synod Executive will provide leadership of the Synod of the Covenant, working with the Synod Assembly, Staff, and Constituencies to implement the vision, ministries, and policies of the Synod as determined by the Synod Assembly. This position is the primary steward of health within the system.

This position will work primarily with the Synod Assembly, its leadership, and the leadership of the constituent Presbyteries to fulfill its responsibilities by;

- Facilitating the identification of shared values and sense of purpose across the Synod;
- Developing a strong and fruitful relationship between Synod and constituent Presbytery leadership;
- Recommending any changes to the Synod structure and purpose to the Assembly, and possibly to the General Assembly;
- Supervising Synod staff, evaluating and encouraging them toward stronger performance and healthy and fruitful relationships with all Synod constituents
- Establishing standards of timely communication throughout the Synod, and utilizing best practices to ensure access to information;
- Supporting constituent presbyteries, churches, and leaders as needed and invited;
- Identifying and recommending updates to Synod policies and procedures to reflect new structure and purpose;
- Determining and implementing the ministries of the Synod according to the goals and purposes identified by the Assembly;
- Shaping strong stewardship across the Synod according to the financial decisions of the Assembly with respect to budgets, investments and policies;
- Providing broad access to training on critical processes, procedures and operations manuals.
- Providing primary staff support to the Nominations and Human Resources committees, and secondary support to Finance (Trustees) Committee

Relationships

The Synod Executive will be accountable to the Synod Assembly through the Human Resources Committee, who will regularly evaluate and coach the Synod Executive toward stronger performance. He or she will:

- Coordinate with the Synod Assembly to adjust the scope of this position when the ministry of the Gospel imperatively demands it;
- Serve as head of staff for Synod employees, whether paid or volunteer.
- Participate in denominational relationships with others in Mid-Council leadership;
- Serve on the Synod Assembly and Trustees ex officio with voice and no vote;
- Develop meaningful and trusting relationships, especially with executive staffs of constituent Presbyteries and chairs of Synod committees and caucuses.

Resources

The Synod will provide access to a computer system and phone, and office space. Participation in conferences deemed pertinent to the position will also be supported by the Synod, along with access to knowledge bases and resources relevant to the role.

Essential Skills and Experiences

- Strong understanding and articulation of Book of Order Constitutional relationships between Synods and constituent Presbyteries, and practical experience navigating mid-council leadership responsibilities.
- Demonstrated ability to lead ecclesiastical, structural and cultural change that lead to positive outcomes.
- Ability to develop interpersonal relationships with those who have wide-ranging perspectives. Collaborates and consults with others. Acknowledges another's ability to lead. Can see things from others' points of view. Is a non-anxious presence in the midst of intense conflict situations.
- Able to sort the 'essential few from the trivial many' and can manage own time accordingly.
- Distinguished leader in managing all levels of conflict intensity. Knowledgeable and skilled in the application of 'Seeking to Be Faithful Together: Guidelines for Presbyterians During Times of Disagreement'.
- Uses transformative words and temperate language wisely. Approachable.
- Maintains confidentiality and neutrality where appropriate and avoids triangulation.
- Must be a member in good standing of the Presbyterian Church (USA), either a Minister of the Word and Sacrament or Ruling Elder.
- Exhibits generous listening, patience, humility and pastoral presence in the face of difficulties.
- Maintains healthy boundaries.
- Is well networked among mid-council leadership across the PC(USA)
- Exhibit tenacity, grace, and flexibility when faced with unanticipated or complex challenges.
- Create scenarios and contingency plans for options or alternative approaches.
- Self-differentiated person who can navigate ambiguous or unclear territory with grace and agility.

Compensation and Call

This position will meet or exceed the Synod minimum compensation for an exempt full-time call. The position will be filled by the Synod Assembly upon recommendation of the Synod Human Resources Committee.

Evaluation

Performance reviews will be conducted annually by the Human Resources Committee, in consultation with Synod Assembly leadership and Presbytery Executive Staff.

Approved by the Human Resources Committee, 2/15/22
Proposed to the Synod of the Covenant Assembly 5/3/22