

POSITION DESCRIPTION

SYNOD EXECUTIVE

The Synod Executive, in all he/she does, shall be the personal embodiment of Synod's Mission Statement **“to form, foster, and further relationships in ways that empower our congregations, our presbyteries, and inspires leaders and nurtures the next generation of the church.”**

The Synod Executive shall be the Chief administrative officer of the Synod, who shall be responsible for the administration and coordination of Synod's organizational system, the supervision of staff, and with the synod Moderator, the representative of Synod in relation to other groups.

The Synod Executive shall be nominated by a committee appointed for the purpose, after consultation with the General Assembly and the Presbyteries, and shall be elected and installed by the Synod to a two-year, renewable term..

The Executive shall be accountable to the Synod through the Permanent Administrative Commission (PAC) and shall be an ex officio member of the PAC without vote.

The work of the Executive shall be reviewed and evaluated annually by the PAC.

PRIMARY DUTIES:

1. To help us ask and answer three questions: a) what does the Synod of Living Waters need to do? b) How do we do it? c) How can I help the Synod do it?
2. To act as chief administrator, accountable to the Synod for his/her decisions. He /she shall provide service for, coordinate the work of, and be an advocate for, all its committees, networks task forces and units.
3. Administer and supervise all staff and office operations, coordinate staff to provide administrative support to all units of the Synod, direct and supervise staff, implementing the Synod's decisions and policies, assist staff in fulfilling assigned and negotiated responsibilities.
4. Visit at least annually each presbytery to interpret the mission , interests, programs and policies of the Synod and to listen to the joys, concerns and needs of its churches and presbyteries.
5. Encourage and assist the work of the presbyteries by:
 - a. Being available to presbyteries and presbytery staff as a resource in areas of

his/her special skills and/or interests;

b. Facilitating communication among the presbyteries by sharing models, ideas and programs;

c. Coordinating responses by presbyteries to regional issues and in areas of mutual concern and need;

d. Serving as coordinator of the Synod Presbytery Executive Forum and as a partner in ministry with presbytery executives and their staff.

6. Serve as the Synod's chief administrator of its budget and, in consultation with the Board of Trustees, as the Synod's legal agent.

7. Serve as a corresponding member of the General Assembly and fulfill other responsibilities as the need and opportunities arise.

8. Guided by its policies and decisions, give overall administrative and missional leadership to the Synod so that matters of planning, program, networking, and task-force formation, resourcing and mission initiatives will be implemented.

9. Prepare for meetings of the Synod in coordination with the PAC.

10. Serve as Chief ecumenical officer for the synod.

SCOPE AND COMPENSATION

It is expected that this position will be part-time, salaried not to exceed (25 hours/week) on average. The position will be compensated at \$40,000/year to be paid monthly. Additionally, the position comes with a reimbursable mileage plan at current IRS rates, a reimbursable study leave plan of \$1000/year, and a travel allowance of \$3,000/year to travel to represent the Synod at ecclesiastical gatherings and conferences. The benefits package will be negotiable.

COVENANT

We covenant with you in support and encouragement as together we seek to serve the Lord, who calls us to ministry in every aspect of life. We join you in the goals and working relationships agreed upon, and in your commitment to fulfill your ministry.