

**Executive Presbyter
Presbytery of the Northern Plains
Job Description**

The Presbytery of the Northern Plains seeks a relational and pastoral leader to serve as Executive Presbyter. This role is centered on connection, care, and encouragement, helping to strengthen the life of our churches and pastors while fostering unity across the presbytery.

Our Context

The Presbytery of the Northern Plains spans a wide geographic region of 51 congregations (at least 5 are not active). Many serve rural and small-town communities where neighboring churches may be hours apart and where there is little infrastructure beyond the local congregation. Travel across the presbytery is significant and regular presence matters.

Our congregations are resilient, well educated, deeply committed, and accustomed to doing much with limited resources. We value humility, steadiness, authenticity, and practical wisdom. Most congregations have been a solid part of their respective communities for years, if not decades.

We are not seeking a program architect. We are seeking a pastoral presence. We desire a leader who will travel, listen, build trust, drink coffee in fellowship halls, celebrate what is already happening, and strengthen the relational fabric between congregations, the presbytery, and synod. We seek someone who approaches churches with curiosity and respect, honoring the wisdom already present within them.

Core Responsibilities:

Primary Point of Contact

- Serve as the first point of contact for churches and pastors with questions regarding the Book of Order, presbytery processes, required forms, appropriate pods for assistance, and available presbytery resources.
- Provide clear guidance in answering questions to connect individuals, pastors, or churches to the appropriate body or resource in a timely manner.

Congregational Presence

- Regularly preach in congregations throughout the presbytery, and otherwise support them in various ways.
- Build relationships not only with church leaders but with members of congregations.
- Contact every congregation at least twice annually for intentional check ins.
- Visit congregations as needed to convey presbytery presence and care during times of celebration, transition, conflict, revitalization, or closure.

Pastoral Care

- Maintain regular contact with pastors at large, those between calls, CLPs, and others serving in preaching roles.
- Offer pastoral encouragement and appropriate support.

Travel and Visibility

- Coordinate travel and congregational contacts/visits thoughtfully to make best use of available technology and to minimize travel time and expenses while maintaining consistent presence throughout the region. Prioritize meeting with congregational leaders and congregations throughout the presbytery – may involve fairly frequent travel within the presbytery in some months.

Presbytery Leadership

- Participate and contribute in monthly Leadership Pod meetings, and attend all other POD meetings either in person or by video link.
- Coordinate stated presbytery meetings in collaboration with Leadership Pod.

Administrative Oversight

- Manage staff and budgets responsibly.
- Respond in a timely manner to presbytery communications.
- Assist with background checks and required clearances for incoming pastors and other staff requests.
- Maintain familiarity with Board of Pensions matters and other PCUSA developments and communicate relevant information to churches.

Ideal Candidate:

- A **caring, friendly leader** with a heart for people and deep love for the church.
- Experience in handling **administrative tasks** including managing staff and budgets, responding to requests from churches in a timely manner, being informed by the Book of Order, and organizing communication amongst pods, committees, and congregations.
- Skilled in **worship leadership, preaching, and prayer**, offering spiritual encouragement across the presbytery.
- Comfortable **adapting to changing environments**, meeting churches where they are.
- Naturally gifted in **building relationships** and fostering a sense of community among pastors and congregations.
- Willing to **travel often** to be present in the life of the presbytery.

Support Structure:

The Executive Presbyter will work alongside the Congregational Vitality Pod (CVP) chair and Leadership POD to ensure presbytery functions are carried out effectively. This role is designed for someone who thrives as a pastoral presence and can provide administrative oversight.

