

The Presbytery of Arkansas is conducting a search for a part time *Presbytery Builder*. The position description is shown below. The compensation package is \$40-45,000, depending on experience. The compensation package is inclusive of all benefits and professional expenses. This position is open to ordained and non-ordained. Applications (hard copy or electronic) should be sent to:

Steve Hancock, Search Committee Chair
Second Presbyterian Church
600 Pleasant Valley Drive Little
Rock, AR 72227
stevehancock@secondpreslr.org

Applications should include a cover letter, resume, and three references.

Job Description: Presbytery Builder (Presbytery of Arkansas)

This job description is intentionally open-ended in some ways in order to allow the creativity and gifts of the particular person to flourish. The holder of this position will focus on the Presbytery priority, “Building strong congregations that faithfully and effectively share the gospel through mission and ministry”. The person in this position would be responsible for being both a conduit and a coordinator of the Presbytery’s mutual support for congregations and leaders. The *Presbytery Builder* will work collaboratively and collegially with other staff members.

This is a salaried position, with expected work of **approximately 20 hours per week**.

Primary Responsibilities

1. Serve as staff resource for Presbytery committees as designated by the General Presbyter.
2. Serve as the first point of contact for congregations in the Presbytery that do not have an assigned Committee on Ministries liaison. Familiarity with the Presbytery COM is expected.
3. With an eye toward our smaller, resource-challenged congregations, provide hands-on support for congregations seeking pastoral leadership which do not possess the ability to call a full-time installed pastor. Within this role of involvement with smaller congregations explore and develop innovative options for shared leadership between congregations of the Presbytery. Abilities related to group facilitations, creativity and clear communication are necessary.
4. Develop/expand mechanisms for mutual support between and among congregations in the Presbytery including the option of shepherding/mentoring relationships.
5. Engage actively and visibly at Presbytery meetings, events, and in congregations as needed.

6. Provide support to the General Presbyter, and other Presbytery Staff members as directed by the General Presbyter.

Skills/Qualities and Accountability/Evaluation

1. Skills and qualities: The person who holds this position should have demonstrated group facilitation skills, a commitment to the Mission of the Presbytery of Arkansas, a creative, open, innovative, and optimistic mindset. In addition, familiarity/experience with small and rural congregations is essential. Experience in teamwork and commitment to collaboration (communication and cooperation) are primary qualities.
2. Reporting: The Presbytery Builder is accountable to the General Presbyter and will be evaluated by the personnel subcommittee of the Administration Ministry Area.