



EXECUTIVE DIRECTOR

Reviewed & Updated 2023

The Executive Director, as chief executive officer, is responsible to the Board of Trustees for planning, implementing, communicating, and evaluating the affairs of the corporation in accord with the joint-venture agreement of The Orthodox Presbyterian Church (OPC) and the Presbyterian Church in America (PCA), its stated mission, and the policies and programs approved by the Board.

Responsibilities

The Board of Trustees • He shall serve as agent for the Board in carrying out and representing its actions, schedule and plan meetings of the Board and its subordinate committees, prepare communications to and for the Board, and arrange for the orientation of new members.

Corporate identity • He shall maintain the corporation's identity through its name, product and service brands, advertising media and communications, and provide for the proper maintenance of permanent corporate records.

Corporate mission • He shall articulate the corporation's mission, in its entirety and individual parts, and oversee the interpretation thereof to the Board, staff, constituent churches, and the public in general.

Corporate policy • He shall monitor the policies reflecting GCP's distinctives and operational principles as established by the Board and/or internal management and ensure that said policies are carried out consistently in all aspects of the corporation's ministry.

Executive management • He shall employ departmental managers and oversee their work through standard administrative procedures, establish the staff organizational chart in collaboration with the managers, authorize the employment of staff as needed, and generally monitor all administrative functions.

Legal • He shall be the chief agent and custodian for the corporation in establishing legally-binding contractual agreements and shall execute the same directly or through assigned staff and ensure that the corporation is run in keeping with the laws of the land and the principles of conduct set forth in God's Word and the constitution of the church.

Financial • He shall be the chief agent and custodian of the corporation's assets, financial and otherwise, and provide for qualified staff and/or services to manage those assets in accord with the policies and directives established by the Board of Trustees and the Executive Director.

Editorial • He shall serve as Editor-in-Chief of all publications and content that otherwise communicates with the public, articulate the corporation's editorial values — based on the theological heritage, constitution, and priorities of the constituent denominations — and ultimately be accountable for the preservation and implementation of said policy.

Relationship to the OPC and PCA • He shall collaborate with the OPC Committee on Christian Education and the PCA Committee on Discipleship Ministries and their respective staffs to effect appropriate communication, coordination, and integration. Further, he shall maintain appropriate communication with the other committees and agencies of the OPC and the PCA and the individual congregations and judicatories thereof.

Relationship to other denominations • He shall be responsible to develop working arrangements with other denominations and alliances of churches for the purpose of providing GCP's products and services.

Relationship to other ministry organizations • He shall be responsible to develop working arrangements with other organizations such as might be beneficial to GCP's ministry and facilitate the corporation's service to the church at large.

Teaching • He shall serve as teacher-at-large to the corporation, either presiding over or arranging for the training of staff and others as needed in the Reformed theological distinctives on which GCP is founded.

R&D • He shall foster an environment conducive to the ongoing analysis of current modes of ministry and research to discover modifications and/or additional modes and furnish the resources to support such endeavors.

Reporting

The Executive Director is accountable to the Board of Trustees and shall report formally at the two stated Board meetings each year and otherwise as required.

If you wish to apply for this position, please contact the secretary of the Board of Great Commission Publications, Archibald Allison, at Allison.1@opc.org.

The deadline for applications for this position is June 30, 2023.