



Executive Director Stony Point Center

A ministry of the Presbyterian Mission Agency
Stony Point, NY 10980

“Moving forward, Stony Point Center will be a vibrant and sustainable Faith Renewal and Innovation Center to serve the PMA foci, connect local nonprofits, and create the space for innovation across the church.”

Brian Frick, Interim Executive Director

A Unique Opportunity

Stony Point Center is a retreat center located in the Hudson River Valley of New York poised to lead innovation in retreat ministry. With its seventy-two-year history as a retreat center at the forefront of mission development for the Presbyterian Church, U.S.A., Stony Point is uniquely positioned to come out of the pandemic on solid footing. The Presbyterian Mission Agency (PMA) has spent the past two years developing and implementing a plan based on local and national innovation and excellence in retreat hosting. As the PMA evolves, Stony Point Center intends to Inspire, Equip and Connect their leaders in their transitions and be a space for innovation and experimentation across the mission field.

The Executive Director will guide the health and sustainability of Stony Point Center while partnering with the PMA on unique mission uses for the Center. The Executive Director will be expected to engage in staff formation, improve administrative functionality, ensure fiscal viability, and strengthen connections with the PMA.

This is a time of change and promise for the church at large. To address changes in needs and desires, churches everywhere are evolving. Whether that means a move to online worship, the development of new worshipping communities, an exploration of what it means to be a vital ministry, or engaging in social action, change is rippling across the faith community. Stony Point Center sees this continuing evolution as an opportunity to do what retreat centers do best – provide space and resources for innovation, exploration and new thinking. In its commitment to move beyond retreat hosting, Stony Point Center will engage the local nonprofit community, as well as lean into and lead innovation in hybrid gatherings.

A Time of Transformation and Promise

Interim Executive Director Brian Frick concludes his successful term in the winter/spring of 2022. Brian was charged with evaluating whether or not Stony Point Center could be financially successful and missionally useful when it emerged after closure during the pandemic in 2020. The answer is a resounding yes. By reducing the scale from a large conference style facility to a medium-sized retreat center, space has been freed up to host local nonprofits. This shift, as well as a reduced staffing plan and an increased interest from retreat planners, indicates that Stony Point Center is likely to be financially self-sustainable. Missionally, the groundwork has been laid to build out an Innovation Studio and begin hosting Hybrid Retreats. There is also growing momentum to create a Nonprofit Innovation Hub to connect nonprofits on property and in the community. The Executive Director will be joining the team at a time of growth and success.

Stony Point’s long history of innovation continues. The 32 acres that make up SPC were donated by the Gilmor sisters in 1949. Prior to that, the sisters regularly hosted missionaries from across the globe. Their hope was that the Presbyterian Church would continue to use their property for inclusive ministry in the future. Since then, SPC has hosted an ecumenical Mission Orientation Center, closed and re-opened as a conference center, hosted a resident community

focused around interfaith activism, and is now moving into the next “generation” of serving ministry needs. What a great moment to position SPC as an open and inclusive space in the digital age. Once again, SPC is re-forming to bring people from all over into community with each other.

The Executive Director’s Focus

Implement a fiscally sustainable operations plan. As giving and usage has changed over the past decades, it has been a challenge for Stony Point Center to remain financially self-sufficient and appropriately staffed. The Executive Director will join with much of the repurposing of facilities, streamlining of ministry focus, development of a sustainable staffing plan, and increased retreat bookings already in place. With the help of Run River Consulting, as well as a monthly gathering of a Stony Point Center Round Table of Presbyterian Mission Agency heads across the support spectrum, the Executive Director will have coordinated support and facility design at their disposal, to help maximize success. The Executive Director will refine and execute these plans to create long-term sustainability.



Engage in a healthy coordination with the Presbyterian Mission Agency (PMA). Stony Point Center is the only national center owned and overseen directly by the Presbyterian Church, U.S.A. through the Presbyterian Mission Agency. As such, Stony Point Center is the only facility that can partner with the PMA to serve as an incubator for the emerging ministries and ideas that are called for to move the church forward. The PMA plans to implement a redesign over the next several years and Stony Point Center can be a vital tool in support of that change. The PMA and Stony Point Center have not been this closely aligned in decades, which bodes well for usage and support of SPC moving forward.

Create an ethos of excellence in guest experience and retention. Retreat centers provide welcome, rest, renewal and innovation for guests across all spectrums. This experience is optimized when guests feel like family. Stony Point Center has a long history of welcome, from its origins in the Gilmor Sloane family as they welcomed missionaries to their home, to our current personalized experiences and redesigned welcome spaces. New guest management software, new gathering spaces and a focus on training staff to see SPC through the eyes of the guest have all set the stage for strengthening the welcome guests are entitled to receive.

Partner with the PMA by hosting Hybrid Innovation Retreats. One of the few benefits of the pandemic has been in the national experience and acceptance of distance gatherings. SPC will capitalize on this idea, not by trying to replicate face-to-face gatherings online, but by gathering national leadership within specific mission fields together in small groups to equip them to move their thinking forward. This will be coupled with an element of sharing in a hybrid manner with national small and large congregations. Moving from a “you all come here” model into a model that couples face-to-face gatherings of leaders in small groups with national distance access will lead to fresh thinking shared nationally and internationally. SPC, as the only national center directly operated by the PMA, is unique in its access to leadership and resources for excellence in the emerging field of hybrid retreats.

Partner with the local and regional community. The PMA is currently gathered around the three foci of irradiating systemic poverty, dismantling systemic racism and fostering congregational vitality. Given the limited resources available, the PMA, as well as local congregations, can do these things better through capacity building in secular and religious nonprofits. Again, leaning on the power of retreats for spawning creativity and connection, SPC will use facilities to network and equip nonprofits in our local and regional area. A side benefit of this initiative is the coverage of more overhead costs and expanded exposure to local groups looking for retreat spaces.

Remain flexible to emerging mission opportunities. In 2012, SPC hosted families flooded by Hurricane Sandy. In 2011, SPC converted the Readers Services building to house the Center and Library for the Bible and Social Justice. In 2021, SPC leadership reached out to explore housing Afghan refugees. SPC has flexible spaces and talented staff and

responding to emerging needs allows SPC to put resources towards the betterment of others. The Executive Director should constantly keep their eyes open for similar opportunities.

Personal Characteristics



A life guided by an abiding faith. The Executive Director will have a passion for putting their faith into action through utilizing the resources of SPC to welcome all for retreat, renewal and innovation. SPC has a history as an open and welcoming space for all, regardless of religious faith tradition, orientation, skin tone or any other category. Whether overtly through faith experiences or the hosting of groups gathered for secular reasons, an open and inclusive faith guides all we do.

A successful track record of nonprofit management. Yes, SPC is a mission center with great potential and opportunity. But any ministry needs solid financial footing in order to succeed. The Executive Director will put their prior successful experiences into action at SPC.

A bridge builder. Perspectives, experiences, and opinions are the lifeblood of growth. Both in faith and secular gatherings, people come together to exchange ideas and grow in the process. SPC is situated in the New York City region that is one of the most diverse in the world, which provides it access to a wide variety of interests and experiences. Differences and commonalities also shine in the Presbyterian Church, U.S.A. The Executive Director has a unique opportunity to seed success within this diverse context.

A history of creating creative experiences. Success in retreat ministry is anything but static. This will be the 6th “generation” of ministry at Stony Point Center. A successful Executive Director will thrive on creativity and be open to experiments that may fail – so we can find the ones that succeed!

A team builder and team player. Stony Point Center is unique in that it effectively operates as a stand alone center and also as a component of the PMA. As stated in the 2019 Run River Consulting report, “The Executive Director must function both as the one who is ultimately responsible and one who is not, and know how to navigate between the two.” The PMA brings vast resources and connections that are an asset to the success of the Center. To fully realize these resources, the Executive Director will foster trust, teamwork and alignment throughout the organization.

Interested in Joining Us?

We would love to hear from you. Please send your resume and a cover letter to Pam@RunRiver.net

Position Title:	Stony Point Center Executive Director	Date:	1/1/2022
Ministry Area:	Office of Executive Director	Ministry Office:	SPC
Reports To:	Director of PMA	Position Code:	

Position Purpose: To oversee all aspects of Stony Point Center and manage its efficient integration with the Presbyterian Mission Agency and the Administrative Services Group of the PCUSA A Corp

Roles and Responsibilities (list in order of priority):

Mission

1. Oversee and direct the operation of Stony Point Center to the end that it effectively fulfills its mission and meaningfully participates in the fulfillment of the mission of the Presbyterian Mission Agency.
2. Focus Stony Point Center such that it can simultaneously serve as host to a variety of missions and ministries such as hosting an Innovation Studio and Training facility overseen by Presbyterian Mission Agency leadership; a Nonprofit Innovation Hub in partnership with resident nonprofits and local nonprofit supporting entities; guest group retreats supported by SPC staff; SPC developed and supported programming; and other mission partnerships and uses that may develop with the support, guidance and accent of the PMA.
3. Direct the process of fully integrating SPC's work with the PMA's vision.

Program

4. Oversee the development of effective partnerships which help Stony Point Center and the PMA to accomplish missional and fiscal objectives.
5. Provide marketing, registration, facility and administrative support for PMA activities on SPC grounds.
6. Develop and market programmatic offerings using a Hybrid Model of in-person and online gatherings with as much a focus on reaching participants outside of SPC as gathering groups to meet at SPC.
7. Manage relationship with resident nonprofit lessors and the nonprofit hub partnership.
8. As staffing and space allow, develop appropriate programs in conjunction with colleagues within the PMA, the broader church, and in the broader, faith-based movement for justice, peace and earth care.
9. Recruit guest groups that align with the mission aims of the PMA and work to make a positive change in the lives of others, foster an open and welcoming reality for all, and make a lasting change in the world.
10. Work to augment guest group programming that meet the goals of #9 above with services such as marketing, program development and communication such that SPC becomes more than merely a host facility, but instead the guest group and SPC become partners in mission.

Operations

11. Ensure that SPC offers the highest possible standard of hospitality to guests.
12. Develop and extend the SPC brand and values and to assure a solid client base for SPC operations.
13. Oversee periodic, routine, and major maintenance of all facilities such that facilities are safe and well-maintained.
14. Ensure compliance with all applicable regulatory agencies.

15. Develop and execute a plan for long-term major maintenance.

Financial

16. Oversee financial management to the end that Stony Point Center financial goals are met.

17. Ensure compliance with applicable PMA policies for financial administration.

18. Ensure that SPC administrative practices, including financial management, risk management, HR and IT are integrated with the Administrative Services Group as efficiently as possible.

Staffing / Personnel

19. Oversee recruitment, hiring, training, and evaluation of all staff employed at Stony Point Center in conjunction with PMA/ASG leadership.

20. Ensure compliance with all PMA HR policies, and applicable state and federal laws

Development

21. Work with the PMA Mission Engagement office on funds development, including annual funds, capital funds, and planned giving.

Essential Position Requirements:

Education	<ul style="list-style-type: none"> ● BA Required, MA preferred
Experience	<ul style="list-style-type: none"> ● 10+ years experience with a successful track record of nonprofit management in non-profit management, management experience in the hospitality industry ● Specific experience with church conference centers very helpful ● Experience with employee supervision and performance accountability ● Experience with organizational and strategic planning, implementation, and tracking
Required Skills	<ul style="list-style-type: none"> ● Solid technology skills, including proficiency with MS Word, Excel, Power Point, Outlook, Internet ● Demonstrated ability to lead an organization to meet goals ● Skills in making decisions and implementing them with grace ● Fund-Raising skills ● Public Speaking skills
Helpful Skills	<ul style="list-style-type: none"> ● Excellent writing and speaking skills ● Proficiency with the English language and one or more additional languages very helpful. ● Ability to handle multiple projects simultaneously ● Knowledge of and experience with the organization and polity of the PC(USA)
Required Competencies	<ul style="list-style-type: none"> ● Demonstrated ability to collaborate well with others ● Ability to interact and communicate with individuals from different racial, ethnic, and cultural backgrounds and to respect different work styles and personality types ● Proven ability to work collaboratively with a focus on building and maintaining strong relationships, both internally and externally ● Be a team builder and a team player ● Able to maintain emotional balance under stress and able to respond appropriately to emotionally-charged situations ● Demonstrated ability to work independently and to deliver results without close supervision or support ● Must be an organized, self-starter, able to complete projects and meet goals. ● Ability to work well under pressure, to meet targets and to be flexible

Physical Requirements	<ul style="list-style-type: none"> • Requires the ability to work evening/weekend hours • Ability to communicate and converse verbally. • Requires the ability to move from one location to another while performing tasks. • May require occasional travel
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This position description is intended to describe the general roles and nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All positions are subject to changes and modifications as needed.

Incumbent Employee:

Approval

Manager _____ Date _____

Director _____ Date _____

Human Resources

<input type="checkbox"/> Exempt	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Regular	<input type="checkbox"/> Interim
<input type="checkbox"/> Non-Exempt	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Temporary	<input type="checkbox"/> Elected/Confirmed
		<input type="checkbox"/> Term Contract	

HR Review by _____ Date _____

I have received a copy of this position description and have discussed the roles and responsibilities with my manager.

Employee _____ Date _____
