



CITY CHURCH
EASTSIDE

Executive Director, City Church-Eastside Job Description

About City Church-Eastside

City Church-Eastside (CCE) is a PCA (Presbyterian Church in America) church begun in 2008 with a desire to “join God, as family on mission, for the renewal of all things,” especially on the eastside of the city of Atlanta. Approximately 80% of those calling CCE home live within our “parish”, allowing us to put roots down deeply into the neighborhoods so we can present the Good News of God’s kingdom to our neighbors. CCE is comprised of roughly 200 members with approximately 300 attending services or otherwise calling CCE their home.

CCE seeks a full-time Executive Director/Pastor with a pastoral heart to build systems and strategies that will enable us to pursue our long-term vision more effectively. As City Church-Eastside has grown in complexity and currently lacks the infrastructure to support it, success in this role will be demonstrated by applying biblical principles in the development and execution of strategies to improve the health and growth of the church.

High-Level Goals

- With the oversight of the Session (elders), lead the development and implementation of CCE’s key ministry and operational goals consistent with our vision and values
- Build a cohesive, Gospel-centered and productive staff culture with a clear and shared vision

Responsibilities

I. Strategic and Organizational Leadership

- Oversee (with Lead Pastor and Session input as necessary) all administrative and staff matters, including strategic planning, human resources, professional development, finance, recruitment, policies and procedures/systems
- Develop a multi-year strategic plan including financial goals and projections
- Develop and implement a sustainable leadership development strategy for staff, officers and lay leaders
- Establish ongoing processes for monitoring progress against goals

II. Church Ministry Development

- Prioritize, outline and coordinate key discipleship, teaching and training ministries aligned with our core values
- Support staff and Session in implementing new ministries
- Ensure process to coordinate and evaluate ministries on ongoing basis
- Develop a church calendar consistent with the core values of the church
- Oversee the development and implementation of sustainable communication and volunteer management processes and systems

III. Staff and Lay Leader Oversight

- Develop a comprehensive communication plan for staff, officers and members
- Work with Lead Pastor to build a staff culture of alignment, accountability and focus
- Establish a clear and sustainable organizational structure based on key priorities
- Provide oversight and planning to align Session with diaconate/mercy ministry
- Identify key lay leaders and develop a plan for greater engagement

Qualifications

- Consistent practice of Gospel-centered character and a commitment to spiritual growth with a growing relationship with Jesus
- Meet the biblical qualifications for eldership
- Strong commitment to the core values of CCE
- High EQ (Emotional Quotient) with great self-awareness
- Highly organized and professional, able to work in low structure environment
- Outstanding and proven leadership skills (demonstrates a track record)
- A history of successfully creating and completing action plans, accountability structures and project management
- Exemplary communication skills: able to give direction, take initiative, provide honest and faithful feedback to other church leaders while humbly submitting to leadership of the Lead Pastor
- Experienced in managing and developing annual and long-term budgets and strategic plans
- Seminary degree and ordination in the Presbyterian Church in America not required but a plus
- Minimum 5 years of pastoral and business management experience

Compensation

Compensation is dependent upon experience but the range is approximately \$105-120K plus additional benefits as part of a package.

Contact

To apply, send your resume/CV and cover letter to Scott Armstrong, Lead Pastor, at scott@citychurcheastside.org.