



First
Presbyterian
COLUMBIA

Soliciting applicants for an Executive Director position.

The position description and a church profile are attached for your review.

Applicants should provide an introductory letter, resume/vitae, and a list of five references with contact information and other information as deemed appropriate. A statement of faith should be included in the introductory letter or in a separate document. The review of applications will commence as received, and the desire is to fill the position as soon as a qualified candidate is identified.

Compensation is commensurate with experience and includes full health benefits and a retirement program.

Applications and/or questions should be directed to the Session Personnel Committee at executivesearch@firstprescolumbia.org. If you desire a time to discuss the position with a committee member, please email a request.

Thank you for your interest in the First Presbyterian Church Executive Director position.

FIRST PRESBYTERIAN CHURCH

Position Description: Executive Director

Position Purpose:

The Executive Director will provide leadership and strategic alignment to advance the mission and vision of First Presbyterian Church by providing oversight of all leadership, administration, development, and coordination of staff under the direction of the Senior Minister.

Accountability and Organizational Structure:

This position is accountable to the Session with the Senior Minister serving as the direct supervisor.

Functions and Primary Duties:

1. Coordinate and assist the Senior Minister in the supervision and evaluation of the Senior Leadership Team to ensure effective and impactful ministry programs according to the current strategic plan.
2. Coordinate with the Strategic Plan Committee the implementation and ongoing updating of the Strategic Plan.
3. Coordinate and assist the Senior Minister in conducting annual performance evaluations for all Senior Team members and monitor their quarterly goals.
4. Oversee all human resource activities, development, budget and finance, and administration.
5. Work closely with the Personnel Committee and the Director of Finance and Operations to recommend salary administration, policies, and staffing decisions. Play a lead role in the interview, selection, and termination of all staff while working closely with the Personnel Committee.
6. Actively participate in the Finance and Stewardship Committee.
7. Implement and enhance effective communication channels and methods to ensure there is understanding and alignment between Ministers, Staff, Church Officers, and the congregation at all times.
8. Facilitate the Senior Leadership meetings and other staff meetings to help further the strategic plan by setting agendas, building consensus, encouraging teamwork and engagement, validating the power of prayer, Bible teaching, and ensuring that the key objectives of the meetings are being met.
9. Promote harmony and help resolve staff conflicts.
10. Perform other duties as assigned by Senior Minister and the Session.

FIRST PRESBYTERIAN CHURCH

Position Description: Executive Director

Attributes:

1. A heart for expressing the love of God through leadership, active ministry, administration, development, and supervision, and by setting an example.
2. Ability to exhibit the deep truths of faith through thought, word, and deed.
3. Ability to demonstrate patience, forgiveness, kindness, and sincerity.
4. Aptitude to work with multiple personality types to accomplish the vision and mission of First Presbyterian Church.
5. Possess the ability to delegate objectives and work through others to reach goals.

Skills and Qualifications:

1. A committed follower of Jesus Christ.
2. Strong academic credentials including a Bachelor degree in business or equivalent.
3. Professional post-college experience in business.
4. Seminary training desired but not required.
5. Excellent leadership/management and administration skills.
6. Excellent written and oral communications skills.
7. Possess strong change management and team building skills.
8. Excellent project management skills with the ability to lead and manage multiple projects.
9. Finance and analytical ability to assist in the budget and long-term financial planning.
10. Excellent interpersonal skills to develop and strengthen long-term trust relationships.
11. Ability to accomplish common goals and objectives through a diverse range of people groups.
12. Ability to hold others accountable while exhibiting grace in the process.

Performance and Evaluation:

Performance reviews will be conducted by the Senior Minister in conjunction with the Personnel Committee. Performance will be evaluated on how well the job performance aligns with the current strategic plan, accomplishment of preset goals, aptitude, effectiveness of performing job responsibilities, and how well the person works within the staff structure.

FIRST PRESBYTERIAN CHURCH

Church Profile

Our Beliefs

We are a congregation of the Associate Reformed Presbyterian Synod. First Presbyterian Church, along with the Associate Reformed Presbyterian Synod, subscribe to the Westminster Confession of Faith and its Larger and Shorter Catechisms.

Our foundational doctrinal statements are found in *The Standards of the Associate Reformed Presbyterian Church*, which we hold to be “the system of doctrine which is built upon the foundation of the apostles and prophets, Jesus Christ himself being the chief cornerstone” (Associate Reformed Synod, May 31, 1799). The *Standards of the Associate Reformed Presbyterian Church* can be found by visiting www.arpchurch.org/governing-documents/.

Church Government

The church is governed by the Session, made up of 48 Elders and the Ministers. The session is moderated by the Senior Minister. The church also has a board of 56 Deacons who attend to the material, financial, and practical needs of the church’s ministry.

Our History

Organized on June 4, 1795, First Presbyterian Church is the oldest congregation in Columbia. Today, our membership numbers some 3,100, representing around 1,700 family units. Though we live and work all over the Midlands of South Carolina, we are a community in Christ, joined together by the grace of God, worshipping and glorifying Him in fellowship and in service.

The history of the church is closely tied to that of the city of Columbia and the state of South Carolina. The church’s forefathers first met in the old State House and later in a simple wooden meeting house on our present grounds. The sanctuary, built in 1853, and the graveyard are both on The Historic Register.

In 1983, this congregation requested and received dismissal from Congaree Presbytery of the Presbyterian Church in the United States and affiliated itself with Catawba Presbytery of the Associate Reformed Presbyterian Church. An extensive renovation and restoration project was completed in 2002. It has provided excellent accommodations for worship, education, fellowship and recreation.

To learn more about the church’s history, ministers, theology, buildings and the family of God which has gathered here, we recommend the book *The Glory of the LORD Risen Upon It*, written by Dr. David Calhoun on the occasion of the 1995 bicentennial celebration. A PDF version of the *The Glory of the Lord Risen Upon It* can be read by visiting www.firstprescolumbia.org/history.

FIRST PRESBYTERIAN CHURCH

Church and Community Profile

Our City

In the heart of the state of South Carolina sits the capital city of Columbia. With more than 800,000 residents throughout the Midlands area, the city boasts the second-largest population in the state. Along with being the state capital, Columbia is also home to the main campus of the University of South Carolina. Additionally, Fort Jackson, the most active initial entry training center for the U.S. Army, is located on the city's perimeter. Columbia is also a healthcare hub with two large hospital systems, Prisma Health Midlands and Lexington Medical Center.

The Columbia area offers many opportunities for outdoor recreation with Sesquicentennial State Park, the Congaree National Park, Lake Murray, and riverfront paths at the confluence of the Broad, Saluda and Congaree rivers. Columbia also sits at the intersection of three main interstates (I-20, I-26, and I-77), making travel convenient. Learn more about all Columbia has to offer by visiting www.experiencecolumbiasc.com.

Our Location

First Presbyterian Church is located at 1324 Marion Street in the middle of downtown Columbia. We are two blocks from the state capital building and one-half mile from the center of the University of South Carolina campus.

Our church campus spans almost two complete city blocks and includes our Sanctuary and churchyard, two multi-level classroom buildings, a fellowship hall with a commercial kitchen, a gym, a chapel, and an office building that also houses a coffee shop and gathering spaces. Additionally, we have a Ministry House on our campus that is rented out to local non-profit ministries for office space.

Our People

Our membership covers a wide range of ages. We have growing College and Young Professionals ministries along with thriving Children and Youth programs. Additionally, our Seniors Ministry has several hundred members who regularly participate in events and programs.

Post-pandemic Sundays, we have around 1,300 in attendance between two morning services, and an average of 300 attendees during our evening service. Our Sunday School classes continue to grow, with an average of 200 children (birth-5th grade), 80 youth (6th-12th grades), and 600 adults in various classes.

*Learn more about First Presbyterian Church by visiting our website:
www.firstprescolumbia.org.*

FIRST PRESBYTERIAN CHURCH

Church Profile

Our Ministers

- **Senior Minister:** Dr. Derek W.H. Thomas
- **Senior Associate, Minister of Congregational Care:** Rev. David Lauten
- **Associate Minister to Seniors:** Rev. Bryan Bult
- **Associate Minister of Discipleship:** Rev. David Henderson
- **Associate Minister of Counseling:** Rev. Josh Squires

Our Staff

We have **46 full-time employees** who work in the following areas:

- Children's Ministry
- College Ministry
- Information and Technology
- Food Service Ministry
- Music Ministry
- Office Administration
- Pastoral Care
- Pastoral Interns
- Sextons and Maintenance
- Seniors Ministry
- Sports Ministry
- Women's Ministry
- Young Professionals Ministry
- Youth Ministry

We also have 16 part-time Food Service employees, 11 part-time Administrative and Ministry employees, 13 part-time Music Ministry employees, 16 part-time Nursery employees, and two part-time Sexton employees.

Our Financials

Our 2022 church budget is \$7.1 million.

We are grateful for the faithful and generous giving of our congregation.

