

Executive Director

Called by:	Session
Reports Primarily to:	Lead Pastor
Reports Secondly to:	Session
Full time/Part Time:	Full Time
Exempt/Non-Exempt:	Exempt
Staff Category:	Pastoral Or Director depending on experience and qualifications

Vision

To be the administrative leader in the mission of loving God and loving Tucson through creating a gospel centered church and community that calls everyone, everywhere to Rest in, and be Reminded of and to Reflect the Gospel of Jesus Christ.

Responsibilities:

- Lead CFC in implementing the mission, vision and values of CFC and of the Lead Pastor.
The person who takes this role must be Reformed theologically and able to work inside the bounds and governance of the PCA.
- The executive director is responsible for connecting CFC's vision with ministries and operational areas for strategic alignment and execution throughout our leadership community (pastors, staff, officers, and lay leaders).
More specifically, this person serves as senior leader of (1) the operations side of ministry, and (2) implementation of strategies and vision of the church to fulfill the vision of the church under the oversight of the lead pastor.
- Partner with the lead pastor in the oversight and development of staff and collaborative staff culture, to include the following:
- Supervision of multiple direct reports (Director of Facilities, Communications Director, Office Manager, Event Coordinator);
- Oversee and lead the weekly staff meeting of the administrative staff and the ministry staff.
 - Oversight and execution of staff fellowships and team building
- Oversee and supervise communication flows throughout the entire staff team.
- Oversee and coordinate Sunday morning operations and execution.

- Oversee Operations and Ministry communications and dynamics
- Oversee all IT / computers / internet network along with all CFC infrastructure, systems and workflow
- Oversee and Review bi annually, with monthly check ups, the Administrative Team personnel
- Oversee and manage budget and all expenditures.
 - Prepare and lead the session in owning and operating the coming year's budget through the finance committee
- Oversee and lead the session in owning and understanding staff pay and benefits as the PCA lays out through the CFC personal committee
- Monthly reports ready and printed for Officer Meeting (3rd Monday of Month) and Staff Reports (3rd Monday of Month)
 - Keep committee's of the session and diaconate working and on time.
 - Work to bring about 3 joint officer meetings a year.
- Oversee and execute the monthly session meetings with meals, fellowship, prayer and agenda out 7 days ahead.
- Partner with the lead pastor in making sure the session and deacons are connected and informed about the life and leadership of CFC.
- Oversee and create ways to enable officers to experience and understand what God is doing at and through CFC.
- Serve on the PRCA school board as the pastoral staff's representative and the pastor's eyes and ears to help PRCA and CFC align their priorities and vision.
- Assist the pastor in initiating and finalizing a capital campaign to execute the master plan the session is putting in place. Be the lead contact for the pastor in overseeing our outside consulting company working to help us raise the funds for this master plan

Qualifications

- Bachelor's degree required; higher education a plus.
- Experience in leadership... Ministry background experience in leadership positions, managing staff, and executing strategies and goals.

- An exemplary life of prayer, repentance, faith and dependence upon God.
- A visible heart for people inside and outside the church.
- Embraces and promotes the constitution of the PCA (Westminster Standards, Book of Church Order), as well as Covenant's Catalina Foothill Church's vision and team model of leadership.

Compensation

Salary and other benefits will be determined by the Session after input from the Senior Minister and Session. Vacation periods, insurance coverage, pension and other benefits are indicated in the written policy that is reviewed and updated by the Ministry of Administration periodically.

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