

## **Executive Director Christ Presbyterian Church**

**POSITION PURPOSE:** The Executive Director advances the execution of the mission and vision of Christ Presbyterian Church (CPC) through leading its operations and shepherding its resources.

**POSITION HELD BY:** OPEN

**SUPERVISES:** Executive Director of Shared Services Operations, Director of Communications, Director of Missions, Ministry Assistant

**DIRECT REPORT:** Senior Pastor

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### **General Overview:**

Responsible to lead and develop the operations of Christ Presbyterian Church and enabling the church leadership team in goal completion, development and strategic planning.

### **POSITION OUTCOMES/EXPECTATIONS:**

#### **Strategy & Execution:**

- Partner with Session and the Church Leadership Team (CLT) to work alongside the pastors in ensuring implementation of the CPC strategy to achieve our mission & vision into all locations and ministries
- As a subject matter expert, partner with the CLT in leading and driving the process for goal completion, development and strategic planning
- Train and lead the CLT as needed in advancing organizational and team development
- In concert with Session and the Senior Pastor, help build and maintain an overall CLT focus on creating a balance of measurable outcomes and objectives in tandem with ministry direction and priorities

#### **People & Organization:**

- Lead, disciple, and develop direct reports. Ensure integration of ministry objectives across the CLT.
- Primary leader for CLT to liaise with the Director of HR on organizational development, policies and procedures, employee relations issues, performance management and development processes.
- Lead coordination of shared services and enterprise roles with Christ Presbyterian Academy
- Serve the other members of the CLT in wisdom and advice on leading teams, and pressing in to ensure we are following both biblical and foundational best practice leadership principles

**Finance (oversight from finance committee):**

- Primary owner of congregational giving/stewardship for CPC including process and systems, giving letters and correspondence, and collaborating with all roles necessary to promote this discipleship opportunity
- Lead the church finances (annual operating plans and budgets), Legacy fund strategy and planning, stewardship of all church funds in accord with CPC vision, mission, strategy, and related priorities
- Shape the annual operating plan to deliver on budget
- Plan the future of the church via pro-forma financial models that allow dynamic investments into ministries, locations and people in order to achieve our mission & vision
- Oversee capital planning and all location infrastructure
- Partner with the Executive Director of Operations in annual review and stewardship of our financial audit, capital expenditures and Shared Services allocations

**Engagement:**

- Enable transparency and governance to the Session via regular reports and updates. Attend all Session and Commission meetings as requested.
- Serve an ex-officio position on the CPA Board of Trustees with active participation on the finance committee

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**QUALIFICATIONS AND REQUIREMENTS:****Education**

- A bachelor's degree required

**Experience and Skills**

- Has a minimum of 10 years experience in administration and management/leadership
- Expertise in change management and team building
- Ability to collaborate and lead within multiple governance and stakeholder groups
- Strong understanding of organizational development, individually development planning, and performance management
- Possesses exceptional process and communication skills
- Track record of leading by influence, and not afraid to challenge the status quo
- Tenacious, self-starter
- Ability to connect with and build consensus with a diverse range of people groups
- Financial and analytical ability to lead budget and long term financial shaping

**Requirements**

- All employees must commit to performing their duties in accordance with the stated mission and purpose of the church, CPC Policies and Procedures Manual,

CPC101, and the Westminster Confession of Faith. All employees must be evangelical Christians and active church members.

- Membership at Christ Presbyterian Church, Old Hickory Boulevard is required
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All of the above duties and responsibilities are essential job functions for which reasonable accommodation will be made. All job requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the job proficiently. The position description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Employees may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.

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