Director of Church Administration
Christ Covenant Church
Charlotte, NC

Dear Director of Church Administration Candidate,

We are excited and honored by your interest in applying for the Director of Church Administration position at Christ Covenant Church. We have complied a brief application packet to help you understand what this position entails and what we are asking for in terms of application materials.

Please review the job description for this position.

If after reading the job description you have a desire to proceed with the application process, we kindly request the following:

- A letter of introduction addressed to the search committee that speaks to your Christian history, your interests, and your sense of call to this position.
- A resume.
- A list of 5 references – preferably two of which are from your current vocational context.

Any questions and all correspondence may be directed to our search team at personnel@christcovenant.org . It is our intention to make preliminary contact with you within 48 hours of receiving your completed application materials.

We sincerely and earnestly desire to find the Savior leading us down this road of discernment together and are honored to set our feet on this path with you.

Grace and peace,

The Director of Church Administration Search Committee of Christ Covenant Church

Position Description
Director of Church Administration
Christ Covenant Church

I. JOB PURPOSE:

The Director of Church Administration serves and supports the leadership, ministries, and congregation by managing and executing the operational and financial affairs of Christ Covenant in support of the vision, mission, and strategic direction of the church.

II. POSITION SUMMARY:

- Manage and supervise the administrative functions of Accounting, Finance, Operations, Information Technology, Risk, and Legal.
- Manage and supervise financial policies, processes, procedures, and internal controls to safeguard the church's assets and its testimony for Christ.
- Provide, interpret and explain financial information to Senior leadership and staff.
- Lead assigned staff & departments and align departmental goals with strategic direction.
- Work alongside the Executive Pastor with ministries of the church to facilitate implementation of their goals.
- Work with various leadership bodies (i.e. Session, Executive Leadership Team, Diaconate, Admin Committee) and other teams (i.e. operations, IT) to fulfill their roles and coordinate efforts with the staff.
- Support the Senior and Executive Pastors.

III. PERSONAL COMMITMENTS:

- Committed to Jesus Christ as personal Savior and Lord.
- Committed to the vision, values, mission, and philosophy of ministry of Christ Covenant Church and supportive of church leadership.
- Committed to the doctrines of the Reformed faith and the Presbyterian form of government as expressed in the Westminster Standards and the Presbyterian Church in America (PCA) book of church order.
- Membership in Christ Covenant Church is required.
- Able to meet the qualifications of spiritual maturity and leadership for elder in the PCA as found in 1 Timothy 3.
- Integrity and trustworthiness.
- A servant's heart.

IV. REPORTING RELATIONSHIPS:

- Reports to the Executive Pastor.
- Serves in a supportive role to the Chairman of the Admin Committee.

V. REQUIRED SKILLS/ABILITIES:

- Strong financial management knowledge and skills.
- Proven ability to work well with people at all levels of an organization.
- Excellent oral and written communication skills.
- Willingness and ability to establish, nurture and work through teams of staff and volunteers to accomplish ministry objectives.
- Well-developed leadership and management skills of organizing, planning, situation analysis, problem solving, goal setting, delegating, communicating, and coaching.
- A good grasp of financial management and accounting principles.
- Well-developed relational skills of listening, understanding, and diplomacy.

VI. SUPPORTING EXPERIENCE:

Minimum ten or more years of increasing responsibility in business administration and leadership with at least five years administrative experience at a senior management level.

VII. EDUCATION/TRAINING:

- Bachelor's degree required; master's degree preferred.
- CPA desirable.