

EXECUTIVE PASTOR/DIRECTOR

North Shore Fellowship (PCA)

Chattanooga, TN

Church Description

Twenty-two years ago, North Shore Fellowship was planted by Lookout Mountain Presbyterian Church on the North Shore of the Tennessee River in Chattanooga, TN.

Today, we embrace our mission to be and make disciples in Chattanooga and beyond through word, prayer, and sacrament, becoming like Jesus in community and on mission. The combined average attendance in our three Sunday worship services (8:30 a.m., 9:45 a.m., and 11:00 a.m.) is just over 500, with members ranging in age from young children to retirees. Our campus is situated just across the river from downtown in a bustling area, surrounded by recreation, retail, restaurants, parks, tourists, and many enjoyable events.

Job Description

The Executive Pastor/Director will play a crucial role in shaping the advancement of the Session's vision and mission for NSF, ensuring excellence in the church's organizational operations. The Executive Pastor/Director will oversee all ministries of the church, excluding clergy responsibilities such as preaching, sacraments, pastoral counseling, and adult Sunday school, as well as the church's administrative functions, leading and organizing the church's operations and staff.

The Executive Pastor/Director leads by ensuring that ministries and operations align with the Session's vision and mission, providing leadership to the staff through training, management, supervision, performance evaluation, support, and encouragement. The Executive Pastor/Director is expected to utilize high emotional intelligence to achieve both short-term execution and long-range planning in partnership with others, leading a team characterized by creative and mature problem-solving in the face of challenges and conflicts. Additional duties may be assigned based on strengths and skills.

Job Responsibilities

The Executive Pastor/Director will lead a team of four full-time staff and seven part-time staff who partner with NSF's three pastors, elders, deacons, committees, and volunteers to serve God's people at NSF.

He is responsible for the following spheres:

- Assist Ministry Leaders with
 - Ensuring alignment with the Session's Vision and Mission
 - Recruiting and training staff and volunteers
 - Acquisition of resources and allocation of space
- Finances, budget preparation, and budget tracking
- Business oversight (contracts, bank accounts, properties, tenants, taxes)
- Personnel structure and support (HR)
- Communications
- Hospitality & event scheduling & planning
- Lead staff meetings
- Assist the Moderator in planning, organizing, and conducting Session and congregational meetings. Actions are to include recommending agenda items, scheduling the meetings, ensuring the preparation and timely distribution of relevant

documents/proposed motions, meeting management, and helping the Clerk of Session maintain records and track the status of actions. Coordinating member care with deacons/elders.

- Technology needs
- Building care and facilities use
- Worship support
- Specialized ministries

The position requires knowledge of all areas of church life, exercising managerial authority, either direct or delegated, over the spheres mentioned above, and participation on one or more of the following committees: Executive, Finance, Personnel, or Facilities.

A Teaching Elder is expected to become a member of Tennessee Valley Presbytery. Others are expected to become members of North Shore Fellowship. Regular attendance at North Shore worship services is required.

A Teaching Elder in this position could also participate in the following, depending on aptitude and capacity:

- Preach as scheduled (<once a month, > once a quarter)
- Teach classes and training sessions
- Discipleship
- Pastoral counseling and care

QUALIFICATIONS:

- Bachelor's Degree
- Seminary Degree (Preferred)
- Minimum of five years of successful leadership and management experience (preferably in a church or ministry setting)
- Commitment to the Reformed Faith, as evidenced by the ability to subscribe to the Westminster Standards.

EMPLOYMENT STATUS: Full-time, exempt

COMPENSATION: Salary and Benefits available on request

REPORTS TO: The Session

INQUIRES: Please submit resumes to search@nsfellowship.org