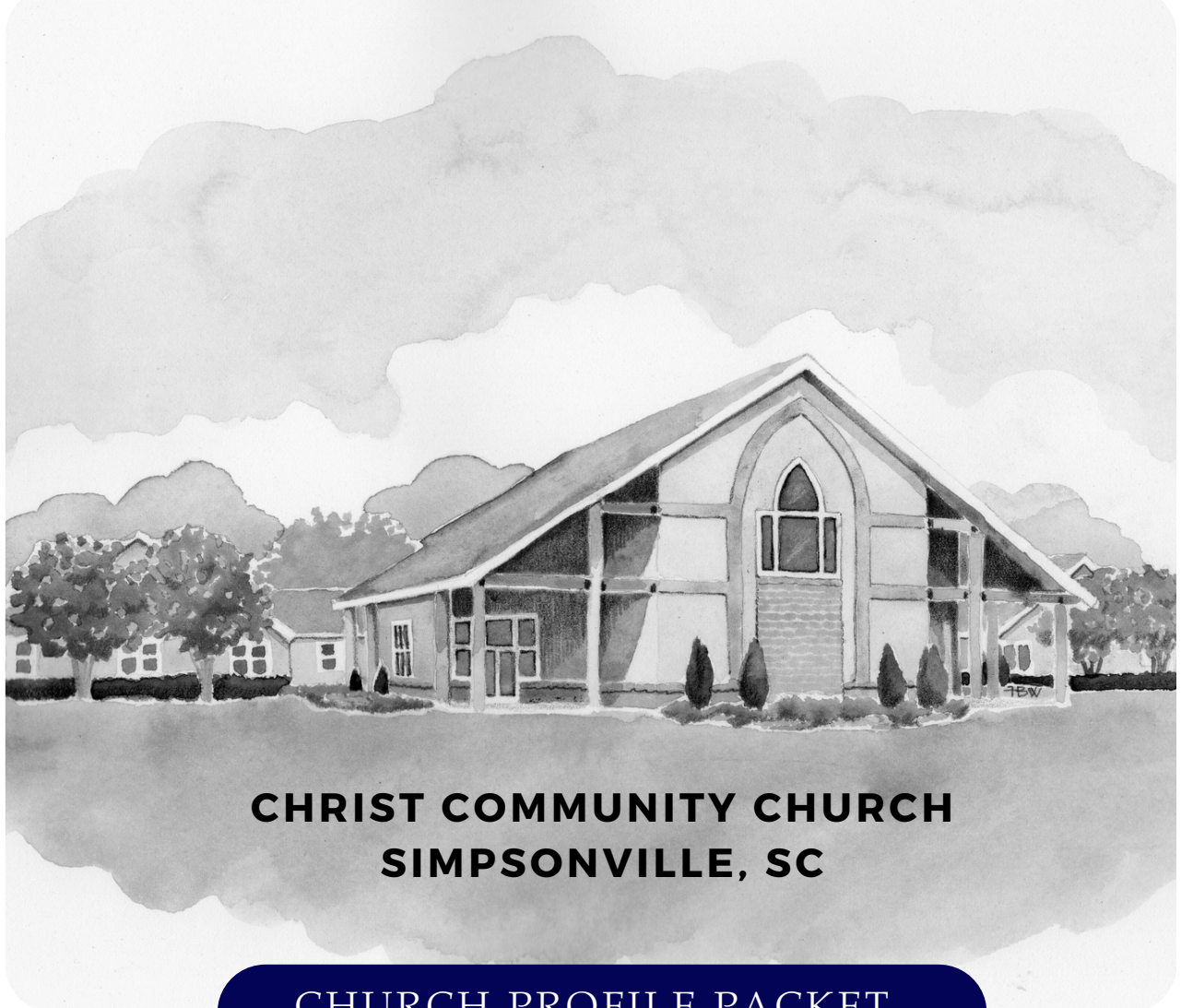




EXECUTIVE PASTOR
or
EXECUTIVE ADMINISTRATOR



CHURCH PROFILE PACKET

FROM THE SEARCH COMMITTEE



Hello from CCC!

Christ Community Church and the Search committee greet you in the name of our Lord Jesus Christ. We thank you for reviewing this packet and considering if the Lord might call you to join us in carrying out Christ's mission here in Simpsonville, SC.

As a growing church in a growing town, our Session and church community are seeking to fill an Executive Pastor OR Administrator position due to the retirement of our current Administrator. This position is the Senior Pastor's primary administrative and operational partner, to ensure that the people, systems, finances, facilities, technology, policies, and ministry support structures of CCC are healthy, coordinated, and aligned with the mission of the church. Could that be you?

If you would like to pursue the possibility, please read through this packet and fill out the included forms. Once completed, your materials can be sent to admin@christcommunitychurchonline.org. The CCC Search Committee will notify you upon receipt.

For questions, please contact Randy Gordon, the search committee chairman, using the email listed.

Grace & Peace,

PAUL L. SANDERS - SENIOR PASTOR

SIMPSONVILLE, SC

CHRIST COMMUNITY CHURCH. . .

has been strategically placed by God in the beautiful Upstate of South Carolina in the vibrant county of Greenville. The City of Simpsonville has grown by over 60% since 2010 to nearly 30,000 residents. CCC has grown more than 200% in membership in that same amount of time to more than 420 members.



DOWNTOWN

Simpsonville began as a crossroads for an old stage road and a former Cherokee trail and incorporated in 1901. The downtown and surrounding areas are constantly being renewed and expanded. Simpsonville has maintained its small town feel while having access to big-city amenities.



PARKS & RECREATION

Simpsonville is an outdoor-friendly community with several parks and areas for athletic events, concerts, fairs, and festivals.



SURROUNDING REGION

Simpsonville is found at the foot of the Blue Ridge Mountains where hiking, walking, and camping can be enjoyed. We are on the doorstep of Greenville, SC, ranked among the best small cities to live in the US. You are less than an hour's drive to beautiful mountains and no more than four hours from SC beaches.



SIMPSONVILLE, SC



GREENVILLE, SC

INCLUDED IN THIS PACKET

WHO IS CCC?

Get to know us. We look forward to getting to know you!

QUALIFICATIONS & COMPENSATION

Find out specifics on who and what we are looking for in our Executive Pastor/Administrator as well as what you can expect for compensation.

JOB DESCRIPTION

Consider the required responsibilities of this position and evaluate your “fit” for the job.

CHURCH PROFILE FORM

This provides you with a snapshot of CCC and the priorities of this position.

APPLICATION

Fill out the application in this packet and return it with your resume to the search committee via email at: admin@christcommunitychurchonline.org



WHO IS CCC?

WHO ARE WE?

In 1979, a small group of Christ-followers set out to plant a Reformed and Presbyterian church in Simpsonville, SC. We were received into the PCA in 1983. We are located in one of the fastest-growing areas in the United States. The Lord has sustained and grown us over the last 45 years, and we are committed to being faithful to the Scriptures, true to the Reformed faith, and obedient to the Great Commission until Christ returns.

To support a membership that includes more than 140 children and youth and over 280 adults, this vacant position is one of five full-time and four part-time staff. We have 12 ruling elders and 12 deacons. Our 2019 facility expansion included a sanctuary that seats over 400 and a new office suite. Due to continued growth, we have returned to administering two morning worship services with our Discipleship hour in between and are preparing for our next expansion. We also have more than 35 ministry partners serving Christ across the globe.

MISSION

Our mission is to “Glorify God as we make and deploy mature and equipped disciples of Jesus Christ.”

We are a Word-Driven, Christ-Centered, and Reformed-Minded body committed to Worship, Community, and Outreach.

PHILOSOPHY

We aim to utilize the ordinary means of grace (Word, prayer, sacrament, etc.) by offering public worship, Lord’s Day seminars and classes, and the fellowship of believers. CCC emphasizes Community Groups and other small groups for deeper relational and spiritual growth. Flowing out of these venues are numerous scattered ministries of outreach from our members where they live, work, and play.

DEFINING ATTRIBUTES

WORD-DRIVEN

We are convinced that the Scriptures of the Old and New Testament are the inerrant and infallible Word of God (completely true, trustworthy, and authoritative for faith and practice). Thus, we believe all of life should be interpreted through the lenses of the Holy Bible, that we might apply the wisdom of God to life’s joys, challenges, and sorrows, in honest, encouraging, and committed relationships.

CHRIST-CENTERED

All of the Scriptures point us to the person and work of Jesus Christ, the only Savior of sinners. Thus our worship and work build from, center around, and point to our Lord Jesus Christ.

REFORMED-MINDED

While we recognize that the church universal is broader than “Reformed Presbyterianism”, we do believe that Reformed Presbyterianism is an excellent expression of Biblical church government and theology as it is built upon the Scriptures and strengthened out of the historic Reformation. We are connected to the Presbyterian Church in America (PCA), the largest Reformed, Bible-believing Presbyterian denomination in the USA. An excellent summation of Reformed theology can be found in the Westminster Confession of Faith.

QUALIFICATIONS & COMPENSATION

Position Title: Executive Pastor or Executive Administrator

Purpose: The EP/EA serves as the Senior Pastor's principal administrative partner and is responsible for leading the operational ministries of CCC in support of the mission established by the Session.

The EA provides executive leadership in the areas of administration, finance, facilities, technology, personnel, communications, risk management, and organizational development, ensuring that the church's resources, people, and systems effectively support its ministry. Rather than personally performing every administrative task, the EA develops people, delegates responsibilities appropriately, improves organizational systems, and provides strategic leadership so the ministries of CCC can flourish. It is essential for this person to cultivate and maintain a strong relationship/partnership with the Senior Pastor and be in alignment with his and the Session's vision and mission.

Education and Training

- Bachelor's Degree
- Master's of Divinity and ordination in the PCA is helpful but not mandatory
- (This position can be adapted to the ordination status of the candidate)

Qualifications: Faith, Church Life, Character, & Competency

The successful candidate should demonstrate:

- A mature and growing Christian faith (10+ years of church membership and participation)
- Support of the mission and doctrinal convictions of Christ Community Church & PCA standards
- Proven leadership and organizational ability
- Strong financial and administrative understanding
- Excellent communication and interpersonal skills
- An ability to develop people and delegate effectively
- Wisdom in handling confidential matters
- Sound judgment and servant leadership
- An ability to think strategically while managing day-to-day operations
- Emotional stability demonstrated in not being easily offended or hurt
- Willingness to navigate any offenses or hurts per Matthew 18

Hours, Compensation & Vacation:

- Full-time position
- Competitive salary and benefits package with PCA churches of similar size and region
- Plus FICA (0.0765 FICA paid by CCC contingent on Pastor's participation in Social Security)
- 4 weeks' paid vacation
- Ministry expenses in addition: \$1,200 cell phone, \$4,000 mileage, meals, resources

JOB DESCRIPTION

Executive Pastor/Administrator (EP/EA)

Primary Responsibilities

1. Executive Leadership

Serve as the Senior Pastor's primary administrative advisor and ministry partner by:

- Implementing the vision and direction established by the Session and Senior Pastor
- Leading and supervising administrative staff
- Coordinating the operational ministries of the church
- Promoting unity, collaboration, and excellence among staff and ministry leaders
- Anticipating organizational needs and develop practical solutions
- Overseeing Legal matters

2. Financial Stewardship

Provide executive oversight of the church's financial resources by:

- Working with the Financial Staff/Vols, Deacons, & Personnel Committee
- Leading the process of preparation and management of the annual operating budget
- Reviewing and communicating monthly financial statements and trends
- Monitoring cash flow and long-term financial planning
- Assuring appropriate internal controls and accountability
- Financial reporting
- Overseeing payroll, insurance, and employee benefits

3. Personnel and Human Resources

Provide leadership in all areas relating to staff by:

- Recruiting and onboarding employees
- Supervising administrative staff
- Coordinating annual performance evaluations
- Encouraging staff development and teamwork
- Assisting with Employee conflict resolution
- Maintaining personnel records
- Tracking vacation, sick leave, etc.
- Interfacing with Advisor HR
- Overseeing employee benefits
- Developing and maintaining employee and volunteer handbooks
- Developing policies and procedures
- Coordinating volunteer screening and background checks

4. Facilities

Provide oversight for all church facilities by:

- Overseeing set-up & breakdown for events
- Overseeing facility usage by inside and outside groups
- Developing long-range maintenance plans and preventative maintenance
- Supervising facility personnel
- Managing vendor relationships
- Coordinating capital improvement projects (giving pathways and initiatives)
- Overseeing security and life-safety systems
- Assuring compliance with applicable regulations and evaluating insurance needs
- Supporting the work of the Diaconate
- Among three “first responders” for safety & security alerts (w/ Facility Manager and Deacon Chairman)

5. Technology and Communications

Provide leadership for church technology by:

- Supervising technology staff and volunteers
- Overseeing worship technology and livestream systems
- Coordinating computer needs, software, hardware, networking, and security
- Supporting church communications, website/app, branding, and digital resources
- Planning future technology improvements

6. Ministry Support

Provide administrative support for the ministries of the church by:

- Supporting the Senior Pastor in accomplishing ministry objectives
- Meeting weekly with Senior Pastor
- Supporting the work of the Session/Diaconate and attending stated meetings as advisor
- Presenting necessary reports to Session and Diaconate
- Organizing and leading weekly staff meetings
- Assisting ministry leaders with planning, coordination, recruiting, training, and onboarding
- Coordinating church-wide events and special projects
- Helping remove administrative obstacles to ministry
- Assuring staff/officer/members/volunteer compliance with CCC policies and procedures
- Assisting with general ministry as assigned (consistent with training and gifts)

7. Strategic Planning and Organizational Development

Provide long-range organizational leadership by:

- Evaluating organizational effectiveness
- Improving administrative systems
- Developing written policies and procedures
- Developing plans/procedures for unexpected/emergency crisis
- Supporting annual strategic planning for staff and officers
- Planning for future staffing needs
- Assisting with facility master planning and renovations
- Developing succession plans for key positions
- Encouraging continuous improvement throughout the organization

8. General

- Create, maintain, and update CCC Policy and Procedures Manual
- Oversee church signage
- Oversee campus safety for church operations
- Create, maintain, and update CCC Policy and Procedures Manual
- If this position is filled by a Teaching Elder, he will be included in general pastoral, teaching, Sacramental, and occasional preaching duties)

9. Personal

- Maintain healthy marriage and family (as applicable)
- Maintain regimen of spiritual development (Bible study, prayer, Sabbath rest, health management, accountability)
- Professional development 1x annually (i.e., conference or continuing education)
- Active and generous support of CCC

Relationships

Reports to: Senior Pastor

Works closely with:

- Session
- Diaconate
- Administrative Staff
- Ministry Staff/Leaders
- Finance Committee
- Facility Staff
- Technology Staff
- Volunteers

Guiding Philosophy

The Church Executive is not measured primarily by the number of tasks personally completed, but by the effectiveness with which people are developed, systems are strengthened, resources are stewarded, and the ministries of Christ Community Church are enabled to fulfill their mission.

Success is demonstrated when the church becomes increasingly healthy, organized, sustainable, and prepared for future generations of ministry.

*The duties of this position shall not infringe upon the powers and duties of the Session or the Board of Deacons



Office of the Stated Clerk
1700 North Brown Road, Suite 105, Lawrenceville, GA 30043
Phone 678-825-1000 Email: pastorsearch@pcanet.org

CHURCH PROFILE FORM

Revised 8/2017

☐

Check here if you would like to be added to our Ministry Opportunity List
(www.pcaac.org/get-involved/pastoral-job-positions/)

PART I -- BASIC DATA

1. NAME OF CHURCH: ___ Christ Community Church

ADDRESS: _____ 700 Harrison Bridge Road, Simpsonville 29680

TELEPHONE: _____ 864.967.2815

PRESBYTERY: _____ Calvary

2. NAME OF PULPIT COMMITTEE CONTACT PERSON: _____ Rick Heiser

MAILING ADDRESS: _____ PO Box 80787, Simpsonville, SC 29680

TELEPHONE: _____ 864.967.2815

EMAIL: _____ admin@christcommunitychurchonline.org__

3. TYPE OF COMMUNITY

Inner City	_____
Urban (Downtown)	_____
Urban (Residential)	_____
Suburban	___x___
Small Town	_____
Rural	_____
College	_____
Retirement	_____
Resort/Recreational	_____
Agriculture	_____

4. TYPE OF CHURCH

Church with Multiple Staff	___x___
Church with Solo Pastor	_____
Mission Church	_____
Non-PCA Church	_____
Overseas Church	_____

5. SIZE CHURCH

Under 100 members	_____
101-250 members	_____
251-500 members	___x___
501-800 members	_____
801-1,000 members	_____
1,001-1,600 members	_____
Over 1,600 members	_____

6. TYPE OF POSITION VACANT

Pastor (Solo) _____
 Senior Pastor _____
 Associate Pastor _____
 Assistant Pastor x _____
 Interim or Supply _____
 Lay Professional x _____
 (e.g. Educator, Musician)
 Pastoral Counselor _____

7. CONGREGATIONAL INFORMATION

Average Attendance 350
 # of Adults over 65 86
 # of Adults under 65 164
 # of Teens 40
 Number of Children 104

8. FINANCIAL INFORMATION

Total Income \$1,318,300
 Benevolent Disbursements \$121,030
 Church Expenses \$1,276,300
 Ministers Compensation Package see attached packet

9. MANSE:

(a) Does the church have a manse? Yes x No (b) If "yes," is the pastor expected to live in the manse? Yes No

10. SCHOOL:

Does the church own or operate a school? Yes x No

11. PROGRAMS AND OUTREACH

_____ Worship _____	_____ Youth/Children _____
_____ Sunday School/Adult Seminars _____	_____ Seniors _____
_____ Community Groups _____	_____ VBS _____
_____ Women _____	_____ Many "scattered" ministries _____
_____ Men _____	_____

PART II -- PASTOR CRITERIA DESIRED

(Check all that apply)

A. YEARS OF MINISTRY EXPERIENCE REQUIRED (may include ordained or nonordained experience):

None needed _____
 1-5 _____
 5-10 _____
 10-20 _____
 Over 20 _____
 No preference x _____

B. Marital Status:

Single _____
 Married _____
 No preference x _____

PART III -- CONGREGATIONAL PRIORITIES

THE CONGREGATION PLACES PRIORITIES FOR THIS MINISTER ON THE FOLLOWING:

Check no more than six (6) of the following twenty activities to indicate the highest priorities for this ministerial position.

CHECK NO MORE THAN SIX (6)

1. ____ WORSHIP LEADERSHIP: Pastor and Session work to develop a rich worship life, educating the congregation for meaningful participation.
2. ____ PROCLAMATION OF THE WORD: The word of God is preached with urgency and conviction, bringing it to bear on the changing needs of individuals, the community, and the world. High priority of pastor's time placed on sermon preparation.
3. x SPIRITUAL DEVELOPMENT OF MEMBERS: Pastor shares members' struggles regarding the Christian faith, with opportunity provided for individuals and groups to reflect on beliefs, concerns, doubts regarding Christian understanding of the spiritual dimensions of life.
4. ____ CONGREGATIONAL VISITATION: Church officers and pastor develop and carry out a systematic plan for visitation of the entire congregation with special attention to prospective members and those with special needs.
5. ____ HOSPITAL OR EMERGENCY VISITATION: Those in hospitals or emergency situations are regularly visited; network developed to keep pastor and others informed of crisis situations; needs of ill or bereaved are met.
6. ____ CONGREGATIONAL FELLOWSHIP: Emphasis placed in developing fellowship, helping members to know one another; groups encouraged which give members the opportunity to love and support one another.
7. ____ COUNSELING SERVICE: A counseling program initiated for assisting those in and outside the Church; appropriate referrals made when needed.
8. ____ EVANGELISM: Pastor and congregation share faith in Christ as personal Savior in total lifestyle; seek to lead others within and outside the Church to accept Jesus Christ; congregation is informed, trained, helped to establish effective evangelism programs for the church.
9. ____ DISCIPLESHIP TRAINING
10. x ENCOURAGING THE MINISTRY OF THE LAITY: Creative ideas and directions developed together with the Session; many persons with appropriate skills stimulated to become involved in services.
11. ____ MISSION BEYOND THE LOCAL COMMUNITY: Awareness of the Church's worldwide mission and opportunities for corporate and individual involvement; specific projects identified: persons challenged to support, study and/or visit mission programs on six continents.
12. ____ DEVELOPMENT AND SUPPORT OF EDUCATION AND TRAINING PROGRAM: Session and pastor identify the educational needs of persons of all ages and backgrounds, developing programs to meet needs; church education supported; educational goals are congruent with the total mission of the Church.
13. ____ TEACHING RESPONSIBILITY: Pastor accepts an active teaching role, interpreting and teaching the Scriptures, theological concepts, history of the Church and current events; provides instruction for Church Officers; educational leaders, and confirms new members.
14. ____ INVOLVEMENT IN LOCAL COMMUNITY PROBLEMS AND ACTIVITIES: Concern for identifying social problems in the community; work done with groups seeking solutions. Time and skills committed to community groups. Information and encouragement provided which enable members to become informed and involved.

15. ☒ CONGREGATIONAL COMMUNICATION: Two-way communication encouraged, information gathered and shared that will assist problem solving and decision making; varying opinions elicited and all encouraged to listen to opposing points of view.
16. ☒ ADMINISTRATIVE LEADERSHIP: Pastor accepts appropriate administrative responsibilities, in climate of delegated tasks and shared leadership; volunteers and professional staff encouraged to use their ideas and skills. Work done on developing accountability.
17. ☒ STEWARDSHIP AND COMMITMENT PROGRAMS: Session and pastor develop a planned stewardship education program to communicate the financial needs of the local church and mission beyond the local church; congregation challenged to commitment to Church's work.
18. ☒ EVALUATION OF PROGRAM AND STAFF: Systematic procedures used to evaluate programs and staff performance in accord with goals and objectives. Others trained to use these skills. Regular assessment and evaluation.
19. ☐ CONGREGATIONAL AND DENOMINATIONAL RESPONSIBILITY: Value placed on balance between local church and Assembly responsibilities. Congregation and Session know and are involved in the work of the denomination.
20. ☐ DIACONAL MINISTRIES: Ministering to the needs of those inside and outside of the Church.

PART IV -- PASTORAL MINISTRY STRENGTHS OR EXPERIENCE DESIRED

Please check **NO MORE THAN SIX (6)** primary pastoral ministry strengths or experience expected for this position.

☐ Preaching	☒ Teaching	☐ Evangelism	☒ Discipleship	☐ Worship Leadership
☒ Team Work	☐ Counseling	☐ Youth Work	☒ Leadership Training	☒ Church Administration
☐ Christian Education	☐ Singles Ministry	☒ Stewardship	☐ Diaconal Ministry	☐ Ministry to Seniors
☐ Pastoral Visitation	☐ Community Service	☐ College & Career Ministry		

**CHRIST COMMUNITY CHURCH EMPLOYMENT APPLICATION**

Date: _____

Name _____

Address: _____ City _____ State _____ Zip _____

Telephone: (c) _____ (w) _____ E-mail _____

Length of time at address listed above: _____

Position desired: _____ Date available to start: _____

Are you legally eligible to work in the United States?

☐ Yes ☐ No*(Proof of eligibility will be required upon offer of employment)*

Are you over the age of 18?

☐ Yes ☐ No*(If no, you may be required to provide authorization from a parent or guardian)*

Have you ever worked for a church before?

☐ Yes ☐ No

If yes, please give date and place: _____

Are you ordained?

☐ Yes ☐ No

If yes, please give date and place: _____

EDUCATIONAL BACKGROUND

	Name/Location of School	Year Graduated	Degree	Areas of Concentration
College				
Seminary				
Other				

EMPLOYMENT HISTORY

(Please begin with most recent)

Employment Date (s)	Employer & Supervisor's Name	Address & Telephone Number	Job Title & Primary Responsibilities	Reason for Leaving

May we contact the employers listed above?

☐ Yes

☐ No

Please list any additional education, training, or skills that qualify you for the position to which you are applying:

Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations), including convictions based on a plea of guilty or no contest? ☐ Yes* ☐ No

*If "yes," please explain, including the nature of the offense, date, court location, and other information that would be helpful to us in considering your application.

CHURCH ACTIVITY

Please list the churches you have consistently attended or been a member of over the past ten years.

Church Name	Address/Location	Telephone Number	Date(s) Attended

REFERENCES

Please list three references (not related to you) that we may contact.

Name	Address and Telephone Number	Years Known/Relationship

Please write a paragraph or two describing how you came to know Jesus personally and describe your personal spiritual growth in Him. (Attach additional pages as needed)

Please write a paragraph or two describing how you came to know Jesus personally and describe your personal spiritual growth in Him. (Attach additional pages as needed)

[illegible]☐ Yes (please explain below)

EMPLOYMENT AT WILL

Employment with Christ Community Church is “at will” and not by contract either expressed or implied. This means that if you become employed at Christ Community Church both you and the church are free to terminate the employment relationship at any time and for any legal reason.

CERTIFICATION AND RELEASE

By signing this job application, I certify that all the information I have provided is true and accurate to the best of my knowledge, and understand that misleading or false statements on this application may lead to a decision not to hire me or, if hired, to terminate my employment.

I hereby give Christ Community Church permission to contact my previous or current employers, references, schools, and others concerning the statements in this application, and I hereby release all parties involved from any liability as a result of such contact.

I understand that if offered a position with Christ Community Church, I may be required to submit to a pre-employment medical examination, drug screening, and/or criminal background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to effect the results of these pre-employment tests will result in withdrawal of an employment offer or, if already employed, termination of employment.

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD, AND AGREE TO THE ABOVE STATEMENTS.

Signature: _____ Date: _____

Print Name: _____

Interested candidates should email (in a single pdf document) or mail a cover letter, application, seminary transcript, and resumé to: admin@christcommunitychurchonline.org.

Christ Community Church
PO Box 80787
Simpsonville, SC 29681

Applications submitted by November 1, 2026 will receive priority consideration.



THANK YOU!

We appreciate your interest in the position of Executive Pastor/Executive Administrator at Christ Community Church. We look forward to receiving your application.

WWW.CHRIStCOMMUNITYCHURCHONLINE.ORG