

Job Title: Director of Church Administration

Organization: Lexington Presbyterian Church

Location: Lexington, SC

Job Type: Full-time

About Us: Our mission: “For God’s glory, we are making disciples of Jesus as we worship, love, and serve.” Lexington Presbyterian Church is a thriving and spiritually dynamic community. We are currently seeking a qualified and experienced Director of Church Administration to join our leadership team. This role involves providing strategic oversight, staff leadership, and operational management to support the growth and flourishing of our church community.

Job Overview: The Director of Church Administration will be a man who will serve as a key member of the leadership team, working closely with the Session, Senior Pastor, and Deacons to implement the vision and mission of the church. This position requires a combination of strong leadership, organizational skills, and a deep commitment to the spiritual and holistic well-being of the congregation.

Responsibilities:

1. Leadership and Administrative Implementation:

- Collaborate with the Session as a whole, Session committees, Deacons, elected corporate officers, and Senior Pastor to articulate and to implement the church's administrative objectives and plans.
- Provide administrative leadership to staff and volunteers, fostering a culture of excellence, collaboration, communication, and spiritual growth.

2. Operational Management:

- Oversee day-to-day operations of the church, including administrative functions, facility management, contract management, and technology systems.
- Develop and implement efficient processes to enhance the overall effectiveness of the church's ministries.

3. Staff Development and Management:

- Recruit, train, and mentor administrative staff members, ensuring alignment with the church's values and goals.
- Conduct regular performance evaluations of administrative staff and provide feedback for professional development.

4. Financial Oversight:

- Work in collaboration with the Deacons, the finance team, and financial assistant to develop and manage the church budget.
- Ensure financial accountability and transparency, in adherence to established policies.
- Collaborate with deacons in the yearly promotion and education of the congregation in the church budget.

5. Strategic Planning:

- Participate in strategic planning sessions to identify opportunities for growth and development.
- Provide input on long-term planning, facility expansion, and other strategic initiatives.

Qualifications:

1. A degree in Business Administration or equivalent is preferred.
2. Proven experience in a leadership role within a church setting.
3. Strong organizational, operational, and project management skills.
4. Excellent communication and interpersonal skills.
5. Demonstrated ability to lead and develop teams.
6. Follower of Jesus Christ in alignment with the theological beliefs and values of Lexington Presbyterian Church.

How to Apply: Interested candidates are invited to submit a resume, cover letter, and a statement of faith to careers@lexpreschurch.com. Please use the subject line "Director of Church Administration." Thank you for your interest. We look forward to reviewing your application and considering you for this vital leadership role within our church community.