

**Executive Administrator / Executive Pastor**  
The Kirk of the Hills Presbyterian Church  
Job Description – 2024-2025

**POSITION PURPOSE:** The Executive Administrator/Pastor is responsible to further the vision and values of The Kirk by the planning, development and implementation of the operational ministries of the church. This position serves as the primary point of contact and accountability for finance, facilities, and business management of the organization.

**BACKGROUND:** The Kirk strives to develop mature disciples of Jesus Christ by helping all people *Know God and Make Him Known*. The right candidate for this position will help us fulfill our vision by ensuring that administration quietly, competently, and joyfully serves the worship, shepherding, discipleship, educational and outreach ministries of The Kirk.

**DIRECT REPORT OF:** Senior Pastor

**COMMITTEES:** Closely collaborates with the Executive Team of the staff; with the Leadership Team of the KOTH Session; with the Diaconate and relevant subcommittees; and with the Boards and Heads of School at Kirk Day School and Promise Christian Academy.

**POSITION OUTCOMES/EXPECTATIONS:**

**I. Finance**

- a. Direct, control and oversee the general budget through relevant staff and committees for the optimization of ministry opportunity – to include aiding the Diaconate in fostering a culture of generosity among the congregation
- b. Direct, control and oversee all accounts and investments through relevant staff and committees
- c. Coordinate cohesive financial strategy with KDS, PCA, and the Global Mission Fund

**II. Facilities**

- a. Direct, control and oversee the management and maintenance of all facilities through relevant staff and committees

**III. Technology**

- a. Direct, control and oversee the IT and AV functions of the church and school through relevant staff

**IV. Human Resources**

- a. Direct, control and oversee human resources for the church and schools, nurturing a peaceful and productive staff environment in which each member is given structure, support, challenge, and appreciation
- b. Manage all employees serving in support staff (non-ministry directing) roles
- c. Coordinate the annual performance review process for all church personnel

**V. Business Management**

- a. Oversee the day-to-day business management of the Kirk and facilitate assistance and alignment with KDS and PCA

- b. Develop and maintain annual operation plans and goals with the Session and appropriate committees along with vision and ministry plans in collaboration with Senior Pastor
- c. Collaborates with Senior Pastor on special projects and other duties.
- d. Serve as a contact point for operational ideas/concerns of congregants

**VI. Risk Management**

- a. Supervise all safety and security tools and procedures, alarm maintenance and response, etc.
- b. Direct and ensure compliance with church and school by-laws and standing rules
- c. Oversee and update adopted policies and commercial insurance coverages

**VII. External Liaison Duties**

- a. Oversee contractors and vendors for the Kirk, and in consort with KDS, and in collaboration with the facilities manager for all related businesses, goods and services.
- b. Maintain working relationship with Town & Country civic leaders and police department, to include professional security contracting
- c. Facilitate any necessary legal consultation, serving as principal contact for Kirk attorney of record
- d. Represent the Kirk for all external event needs, including relations with neighboring Bellerive Country Club and Whitfield school

**VIII. Committee Involvement**

- a. Attend Diaconate and Session meetings
- b. Coordinate Finance, Property and Personnel committees alongside respective Chairs

**IX. Executive Staff & Leadership Team**

- a. Supportively participate with pastoral team in a weekly meeting, and committee of elders in a monthly meeting, to share updates, solve problems, and creatively drive the mission of the church forward

**QUALIFICATIONS AND REQUIREMENTS:**

***Education***

- Bachelor’s degree
- Corporate or church administration experience

***Experience***

- Prefer a minimum of 3 years in a church environment with budgetary and financial responsibility.

***Requirements***

- Must be organizationally minded while being people-oriented.
- Must have multi-tasking and planning skills with ability to thrive in a fast-paced, dynamic environment.
- Must share a personal conviction about the value of the local church and Christian education through parochial schools
- Must be willing to pursue membership in The Kirk of the Hills PCA and be able to work occasional evenings and weekends
- Must commit to performing duties in accordance with the stated mission and purpose of The Kirk of the Hills PCA, Kirk Policies and Procedures Manual, and the Westminster Confession of Faith.

All of the above duties and responsibilities are desired job functions for which reasonable accommodation will be made. The position description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

This job description applies for fiscal year: \_\_\_\_\_

Compensation for this position: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ / Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_ / Date: \_\_\_\_\_