



EXECUTIVE DIRECTOR

As Centreville Presbyterian Church has continued to develop, so have the needs for additional ministry and organization. As with all staff positions the Executive Director will join with our Pastor, Elders & Staff as we seek to be a place where every person God sends us to Know Jesus and Make Him Known. In particular the Executive Director will oversee the business operations of CPC as well as bring cohesion to our ministry team through day to day oversight and coordination of our administrative staff.

Lead/Manage Staff and Ministry Leaders

- Oversee the positions of: Facility Manager, Business Manager, Administrative Assistant, Communications Director & Hospitality Coordinator.
- Work with paid and volunteer staff to formulate measurable goals for their ministry that are in line with the vision and strategy of the church. Follow-up to ensure these goals are met.
- Work with the Lead Pastor to write job descriptions for additional staff, perform staff reviews, etc..
- Facilitate and support the work of CPC's Personnel Team. (oversees human resource policy, and formation of personnel budget).

Oversee Business Operations

- Facilitate and support the work of CPC's Operations Board. (manages facility maintenance & improvement and oversees CPC ministry budget) to set budget priorities and ensure wise stewardship.
- Either directly or through staff support and assisting the work of CPC's Session/Elders.
- Have a working knowledge of organizational operations, including best practices for financial management.
- Either directly or through staff oversee relationships with vendors and contractors working with CPC.

Bringing Cohesion to the Vision

If the vision of the church is the 30,000 foot view of where the church is headed. (Some people refer to this as the "air war".) We are looking for an Executive Director who will take that vision and apply it to the "ground war"—the boots on the ground ministry of the church. To that end, the director will be responsible for:

- Join with pastors in managing special events and projects as they come up (e.g. re-organizing lifegroup programs, planning a future church plant) by setting timelines and expectations and ensuring excellent and timely execution.
- To oversee 4-6 church-wide events and programs annually. (Bridge Events, Fall Kick-off, etc.).
- Contribute to a culture of joy for ministry and love for teamwork in the church office with the goal that our various ministries do not become "silos" that develop a life or culture of their own, apart from the vision of the church.
- Maintaining an awareness of what each ministry is planning to help our team operate as one.

- When necessary, identify opportunities for collaboration and resolve opportunities for conflict between ministry plans before they take place.

Position Aptitudes

High competence and sound character. While we do not expect that the Executive Director will arrive to us “fully formed”, we do expect that they will have a good understanding of who they are, where they are gifted (and where they are not gifted!) and how they can best serve the church alongside other, highly competent leaders. They should have a strong understanding of the Gospel and see evidence of spiritual transformation by its reality in their lives.

An eye for the whole but a heart for the details. The Executive Director should be able to communicate well with the Lead Pastor about the vision of the church and the direction that it is headed, but truly have a heart for the details of that vision and how to “work the plan”. He/She should be energized by large-scale projects.

Intuition and follow through. The Executive Director should have the ability to quickly analyze situations and determine what is needed. This ability should be followed up by action—our expectation is that the Executive Director will be the kind of person who sees problems and solves them, without the need for guidance or prompting from the Lead Pastor.

Teachability and Leadership. The Executive Director understands that the best leaders are strong followers; those who can follow others well learn to lead others well. We expect that the Executive Director will be a strong partner to our Senior Pastor; able to follow at all times, and push back when necessary.

Qualifications

The Executive Director should be willing to embrace the vision and culture of CPC, and immediately pursue Covenant Membership. He/She will have a passion for working with people in a highly relational context, a compassionate demeanor, and a desire to see people apply the Gospel in their lives. In addition, the director will possess the following qualifications:

- A growing and relevant relationship with God evidenced through frequent time in the Word and prayer.
- A passion to see God’s kingdom manifest itself in the surrounding community through the local church.
- The ability to communicate clearly with leadership, peers, volunteers, and the church at large
- A desire and the ability to recruit and equip volunteers and ministry teams in a multi-generational setting.
- A demonstrated commitment to teamwork - A teachable spirit - Previous work experience
- Have a four year College Degree or equivalent in experience.

Benefits/Contact

Health and Life Insurance, PTO, allowances

To learn more about CPC, visit www.cpceco.org

Submit resume and cover letter to jobs@cpceco.org

30 hour position | salary negotiable

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