

Executive Director

Christ Community Church

Summary: The Executive Director will execute the church's mission and vision by leading the staff, developing systems and operations, and stewarding our finances.

Type: Full-time, Exempt

Reports to: Lead Pastor

Leads: Counseling and CGs Pastor, Gathering and Family Ministry Pastor, Worship Director, Student Ministry Director, Facilities Director, and administrative support staff.

Essential Responsibilities

- Support the Lead Pastor in developing, clarifying, and implementing churchwide vision, mission, and goals.
- Execute the church's mission through evaluation, coaching, goal setting, planning and overall direction of the church staff.
- Ensure that each staff member receives regular meetings to receive soul-care, clarity, feedback, and written growth plans.
- Champion the development of the staff culture and support areas for long-term health and multiplication of the church.
- Provide the Lead Pastor and elder team with regular updates on financial health, key performance measures, and ministry effectiveness.
- Create and steward the annual church budget and implement strategies to cultivate generosity in new and existing givers.
- Manage all financial processes and systems
- Develop systems, policies, and organizational knowledge for church health and operational effectiveness.
- Serve as a member of our ministry staff to equip and shepherd our church body in areas of teaching, preaching, counseling, discipleship, and more.

Qualifications

- Must have a vibrant relationship with the Lord Jesus
- Meet the biblical qualifications for Elder
- Aligned with C3's teaching statement and philosophy of ministry
- Track record of leading organizational excellence and personal development
- Able to manage financial systems, accounting providers, and steward a budget of \$2m
- Strong pastoral giftings and leadership
- Desire to serve in the second chair position
- Excellent verbal and written communication skills
- MDiv or the equivalent is desired, but not required