



TRINITY PRESBYTERIAN CHURCH (PCA)

Tuscaloosa, AL | trinitytuscaloosa.org

Job Title: Executive Director

Position Type: Full-Time

Reports to: The Senior Pastor

VISION:

The Executive Director is called to be the administrative leader for our faithfulness to God above all things as we gather, grow, and give.

PURPOSE:

The Executive Director serves as the senior leader of the operations side of church life and helps create a healthy environment for our ministry together. In conjunction with other senior staff, this leader will participate in strategic planning and take responsibility for the operations, administration, human resources and financial management of our church.

RELATIONSHIPS

- Reports to the Senior Pastor
- Supports Assistant Pastor and ministry staff as needed.
- Works closely with the Session, Diaconate, and Women's Council.
- Oversees all operations and administrative staff, including Office and Communications Director, Bookkeeper, Facilities Manager, IT/Worship Intern, and Ministry Coordinator.



EXECUTIVE DIRECTOR RESPONSIBILITIES:

Planning

- Participates in church-wide planning and evaluation of ministry effectiveness with attention to the operational enablers (staff, facilities, systems, and finances) of the church to meet our goals.
- Guides and coordinates with senior staff to see that each area of ministry is aiming and working together toward clear goals that connect, align with and further the vision and mission of TPC.
- Partners with Senior Pastor to strengthen the culture of the staff, leadership, and church.
- Assists Senior Pastor in developing and implementing a plan to cultivate generosity.
- Oversees special projects as directed by the Senior Pastor and Session.

Operations

- Oversees and coordinates all Sunday morning, Wednesday evening, and special event operations and their execution.
- Oversees financial stewardship
- Guides Facilities Manager to see that buildings and grounds are well maintained and support ministry use. Provides high-level oversight to long-term facility planning.
- Supports Communications Director to promote creative, effective, and timely communication for the staff and leadership to the community and congregation.
- Collaborates with the Senior Pastor to lead weekly staff meetings including preparation of the agenda, facilitating discussion and decisions, and oversight of follow-up.
- Serves as Chairman of the Trinity Presbyterian Preschool Board

Administration

- Maintains administrative and events calendar and ensures staff are prepared for annual and seasonal rhythms of ministry.
- Based on facility use policies, coordinates scheduling and use of rooms and “de-conflicts” as needed.
- Ensures that systems and processes for managing church membership data effectively care for the Trinity church family and support ministry goals and strategies.
- Oversees Office Management by ensuring that the office is supplied and run in a way that welcomes church members and guests, cultivates staff community, and promotes safety and productivity.
- Oversees Risk Management by ensuring that policies for building use, emergency response, and child protection are up-to-date and implemented and appropriate commercial insurance is held. Serves as primary contact with local public safety officials.
- Oversees IT Management by ensuring that data and media systems in both the office and throughout the building facilitate the ministry that depends on them.



EXECUTIVE DIRECTOR RESPONSIBILITIES:

RESPONSIBILITIES CONTINUED:

Human Resources

- Ensures that HR policies and practices are current, fit both the law and TPC environment, and are followed by staff.
- Leads recruiting for all operations staff positions and participates in searches for ministry staff positions as requested
- Ensures timely effective onboarding and offboarding of all staff.
- Sees that all job descriptions are up to date and relate to the current organization chart.
- Recommends and oversees performance review process for all staff.
- Provides leadership, oversight and direction for all operations staff and conducts their annual reviews. Helps operations staff grow in their understanding of and gifts and skills for their roles in Trinity's vision and mission.
- Stays up to date to advise the Ministry Support Committee and Session on staff pay and benefits according to the law and best practices of similar churches.

Financial Management

- Works with Bookkeeper to ensure that donations are properly recorded and deposited, financial controls and resources are in good order, and monthly reports are prepared and analyzed for use and decisions by TPC leaders.
- Leads annual budget development with input by the senior staff and pastor.
- Oversees budget management across the church and helps ministry and operational leaders plan and adapt their activities and expenses when needed.
- Interacts with outside parties on behalf of Trinity regarding financial matters.



EXECUTIVE DIRECTOR QUALIFICATIONS:

Education and Experience

- Undergraduate degree is required with a major in business or related field preferred.
- Minimum five years' experience is required that demonstrates competence and growth in church or other organizational leadership with direct responsibility for staff and operations.
- Experience appreciated would include familiarity with Staff Development, Human Resources, Information Technology, Facility Maintenance, Finance or Accounting, Communications, Church Management Systems (or other equivalents), and healthy Presbyterian church life.

Skills

- Understands and is able to manage and work with volunteers in a church environment.
- Able to lead teams and train and coach their members to pursue goals and reach potential.
- Possesses strong people coordination, delegation, project management and organizational skills.
- Able to handle a variety of tasks simultaneously.
- Communicates clearly and professionally through written and verbal media.
- Able and willing to stay current on technology, legal, growth, innovation, and church trends.

Character

- Meets the scriptural requirements for a Christian leader as they are applied to elders and deacons (1 Timothy 3, Titus 1)
- Growing in grace as is evidenced by growing need for Jesus and desire to become like him.
- Desires to serve on a team in which all members are integral to it.
- Biblical approach to crisis and conflict resolution.
- Able to handle sensitive and confidential information with integrity.
- Committed to taking the initiative, self-discipline, excellence, and progress.

Theological

- Willing to commit to membership at Trinity and align with its vision and mission and in accord with the PCA Book of Church Order
- Understands and is not opposed to the system of doctrine expressed in the Westminster Confession of Faith and Larger and Shorter Catechisms.
- Desires contextual application of the gospel of Jesus Christ to current issues, needs and challenges.