

JOB DESCRIPTION
Executive Director
First Presbyterian Church of Midland, Texas (FPC)

Purpose: This is a full-time position that provides administrative and operational leadership in support of the Session, the pastors, the staff and the congregation as they carry out the ministries of the church. The Executive Director serves by directing the operation of the church office, supervising the church's property and support staff, monitoring week to week expenditures and offering administrative support to all staff and volunteers.

Accountability: The Executive Director works under the supervision of the Senior Pastor, and is accountable to the Session of the church. Annual evaluations are provided by the Senior Pastor and subject to review by the Personnel Ministry of the Session.

Responsibilities:

- Supervise and lead church support staff including financial, administrative and facilities personnel.
- Work closely with the coordinator group in reviewing, planning and prioritizing the needs of the church ministry groups and outside groups.
- Attend coordinator, facilities, all-staff and ministry group meetings as requested.
- Support FPC operational policies and all initiatives of the Session (governing body)
- Coordinate and oversee annual budget preparation and independent audit functions.
- Monitor and ensure church compliance for all applicable federal, state, and local laws and ordinances.
- Work with the Senior Pastor to monitor and ensure compliance with church policy by ministry and administration staff.

Qualifications:

- Be a faithful follower of Jesus Christ with a willingness to be helpful and supportive of others in their spiritual journeys.
- Know and commit support to the FPC mission statement and values including Staff Covenant
- Possess and maintain working proficiency in Microsoft Office Suite and church management software suite.

Relationships: This position will require a close and positive daily working relationship with all members of FPC staff, FPC Covenant Partners, guests and vendors.