

# EXECUTIVE DIRECTOR POSITION DESCRIPTION (full-time)

## ABOUT RENEWAL PRESBYTERIAN CHURCH

**Our Vision** is to ignite a gospel-spreading movement through multiple local congregations in the greater Philadelphia area and the world, so that individuals, communities, and cultures are renewed in Christ.

**Our Core Values:** The foundation and fuel of our core values is the gospel of Jesus Christ. It is at the center of everything we are and do as a people. Our other core values stem from this foundation: Gospel Worship, Gospel Transformation, Gospel Community, Gospel Spreading, and Gospel Mercy & Justice.

Learn more about [our vision and core values on our website](#).

## ABOUT THE POSITION

Reporting directly to the Session, the Executive Director will serve on the executive leadership team with the Senior Pastor to help lead and care for the congregation at Renewal Presbyterian Church. A new role for Renewal, the Executive Director will facilitate strategic planning processes and oversee implementation, will manage and strengthen general operations of the church, and will provide oversight, guidance, integration, and support for the various church ministries and campuses. We are currently seeking a female candidate to ensure female representation on the senior-most leadership level of the church.

The Executive Director must actively support the church's core values, mission statement, vision, and various ministries. This position is a 40 hour a week position with benefits. This position is open to members at Renewal, regular attenders at Renewal, and those not connected to Renewal Church. There is a strong preference for a candidate who resides in the City of Philadelphia, as an expression of alignment with the church's vision.

The salary range for this position is \$70,000 - \$80,000 plus benefits.

## AREAS OF RESPONSIBILITY

### Organizational Leadership

- Lead weekly staff administrative meeting
- Facilitate the church's strategic planning processes in collaboration with the Senior Pastor and Session, and convert ideas and strategy into action
- Help plan and organize the yearly calendar for the church
- Collaborate with Senior Pastor to plan the preaching and presiding calendar at both campuses
- Attend monthly Session meetings and help serve as project manager and bridge strategic information flow and communication across different groups (staff, Session, Women's Council, Diaconate, ministry leaders, CG leaders, campuses, etc.), proactively anticipating needs and using best judgment to advance varying goals and priorities

### **Human Resources & Supervisory Responsibilities**

- Collaborate on human resources strategy with the Session and Senior Pastor to hire, reposition, transition, and dismiss staff
- Oversee human resources operations and ensure workplace equity and accountability, including documentation and implementation of best practices and policies for hiring, onboarding, and performance management
- Provide oversight of staff administration including hours, schedules, time off, and job responsibilities
- Help staff set, measure, and accomplish individual, team, and organizational goals in line with the vision and core values of Renewal
- Advance the staff culture of universal accountability, regular peer feedback and coaching, reflection and shared learning, and collaboration and partnership
- Meet and check-in regularly with each staff member

### **Operational Leadership**

- Responsible for the general operations of the church
- Collaborate with pastoral staff on Sunday planning and operations, and lead implementation for ministry and mission in coordination with ministry leaders and officers
- Lead strategy, process, and implementation of congregational communications including announcements, Breeze (Church Management Software), Slack, Zoom, drop-in sessions, town hall-style or congregational meetings, etc.
- Manage membership rolls on Breeze, and train and direct other staff on Breeze
- Help oversee the church finances alongside the Session and the Diaconate

### **Shepherding and Care**

- General shepherding care and counsel to the congregation
- General involvement in church-wide ministries according to the Executive Director's giftings and the church's needs. As examples, this may include:
  - Partner with the Women's Council in the shared work of strategically, purposefully, and prayerfully caring for and advocating for the women in the church and shaping the church community and culture at all levels
  - Help optimize the PRN partnership and counseling structure overall to best serve the needs of all parties, strategically approaching design-thinking as both execution-minded and counseling-hearted
- Train and teach classes as needed (ie. Christian Education, CG training, new members, pre-marital classes, etc.)

## CANDIDATE PROFILE

The Executive Director will be a spiritually mature leader who brings a depth and breadth of ministry experience at a local church, ideally at the intern or staff level. They will have exceptional communication and relationship-building skills, and the ability to proactively work both independently and within teams. While no one candidate will possess every quality outlined for this position, the successful candidate will bring many of the following professional qualifications and personal attributes\*:

- Understand and articulate Renewal's vision and core values
- Ability to optimize operational capabilities by holding both the big picture strategy and vision and detail-orientedness of day-to-day execution
- Strong organizational and project management skills
- Ability to be both people- and results-oriented, empowering others while creating accountability
- Excellent writing and oral communication skills
- Strong leadership skills and ability to engage and influence in varied settings
- Strong collaboration, communication, and coaching skills; able to build positive relationships with the community and internal teams that inspire trust and action
- Discretion and ability to keep confidences
- Ability to lead by example and create a culture of humility, generosity, and coachability
- Sophisticated understanding of and engagement with the broad topic of women in the church
- Preferred but not required: a seminary degree

\*The attributes listed above represent our current thinking for the role. You can be a great candidate even if you don't fit everything we've described above. You can also have important skills we haven't thought of. If that's you - even if you're on the fence - we encourage you to apply and tell us about yourself! Studies have shown that marginalized communities - such as women and people of color - are less likely to apply to jobs unless they meet every single qualification. We are dedicated to building an inclusive, diverse, equitable, and accessible workplace that fosters a sense of belonging – so if you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to still consider submitting an application.