

**Christ Church Nashville**  
Executive Director/Pastor

**Status:** Full-time exempt

**Reports to:** Senior Pastor

**Direct reports:** Executive Assistant, Team Leaders, Communications Director

**Summary:** The Executive Director/Pastor supports the vision and agenda of the Senior Pastor by serving as the staff leader and supervising the day-to-day operations of the church. This position may be filled by ordained clergy, or by a non-ordained leader with extensive leadership experience at an executive level.

**Essential Functions:**

1. Execute special projects on behalf of the Senior Pastor, including vision and programmatic implementation;
2. Serve as the staff liaison to the Board of Directors, including provision of leadership and support to the committees of the Board;
3. Shepherd and lead the staff by serving as their primary point of contact and support; and
4. With the support of the Director of Finance, provide general leadership and oversight to all matters related to the church's financial health, corporate affairs, and physical plant.

**Duties and Responsibilities:**

*Vision and Programmatic Implementation*

1. Meet regularly with the Senior Pastor to develop a vision for the church.
2. Lead the staff to develop ministry opportunities and programs to support the vision.
3. Supervise the staff and lay leaders in executing ministry opportunities and programs to support the vision.
4. Assess church operations to determine how well all areas of the church align with the stated vision and direction of the church.
5. Lead the Communications Director to support the activities of the church through communication, promotion, and follow-up reports for all ministry opportunities, initiatives, and programs.

*Board of Directors Leadership*

6. In collaboration with the Board Chair, Senior Pastor, and Executive Assistant, establish and communicate agendas for all meetings of the Board.
7. Attend all board meetings as a voting member.
8. Attend all Finance Committee meetings as a voting member.
9. In collaboration with the Board Chair, restart the HR Committee.
10. Attend all HR Committee meetings as a voting member.
11. Provide support, as needed, to the other committees of the Board, including: Governance & Nominating and Building & Grounds.

12. In collaboration with the Board Chair, populate board committees with board members and lay members.

#### *Staff Leadership*

13. In collaboration with the Senior Pastor and Executive Assistant, develop a rhythm, schedule, and agenda for regular staff meetings and regular meetings of team leaders.
14. Lead all staff meetings, except in cases where the Senior Pastor wishes to lead or co-lead.
15. Review, assess, and change--as needed--the staff organizational chart.
16. Provide direct supervision to: Executive Assistant, Team Leaders, and Communications Director.
17. In collaboration with the Executive Assistant, develop and implement an annual evaluation process for all staff members.
18. In collaboration with the Executive Assistant, oversee all hiring-related processes and procedures.
19. In collaboration with the Executive Assistant, review and change--as needed--a staff handbook outlining all policies and procedures for staff members.

#### *General Leadership and Oversight*

20. In collaboration with the Director of Finance, ensure healthy processes and partners are in place to support the financial and physical resources of the church, such as: information technology support, landscape services, church insurance, and mechanical systems service providers (e.g., MRG).
21. Establish and maintain all church policies and procedures, such as: church bylaws, gift acceptance policy, and campus use policy.
22. Provide corporate and spiritual oversight to all long-term campus partners. Currently: YMCA, St. Mary of Bethany Parish, Nashville Life Church, and Nepalese congregation.
23. From time to time, as required, point-guard major corporate initiatives, such as: loan refinancing, renegotiation of the YMCA contract, and exploratory work on senior living community on the grounds.

#### **Work Schedule:**

Monday-Thursday regular office hours: 8:30am-5pm

Wednesday evening activities: 6:30pm-8:30pm

Sunday morning: 8:30am-12:30pm

#### **Supervisory Responsibilities:**

Assigned personnel plus general oversight of all staff.

#### **Qualifications:**

To perform this job successfully an individual must be able to perform each duty with excellence. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. An emotionally intelligent, empathetic, and consensus-oriented leader;
2. Eagerness to develop and support a dedicated staff of leaders;
3. Excellent communication and relational skills for navigating a diversity of personalities and relationships;
4. Minimum of a bachelor's degree required, with graduate level education highly preferred (MDiv, MA, or MBA);
5. 5+ years of executive leadership experience in a church, nonprofit, or business setting.