



Faith
PRESBYTERIAN

Executive Director of Finance & Operations

FULL-TIME POSITION
OVERVIEW



Faith
PRESBYTERIAN

Summary

CHURCH MISSION

*Faith Presbyterian seeks to exalt the King in **Worship**, exhibit the kingdom in **Community**, and extend the kingdom in **Mission**.*

CHURCH OVERVIEW

Faith Presbyterian Church (FPC) is a growing congregation in suburban Birmingham with an average worship attendance of ~1,200 between two morning worship services.

Faith's life together is shaped by rich worship, gospel-centered community, and a deep commitment to thoughtful and faithful leadership.

POSITION PURPOSE

The Executive Director for Finance and Operations serves as the administrative leader for Faith Presbyterian Church's financial, operational, and staff infrastructure.

This role exists to ensure that the church's resources, financial, physical, and organizational, operate with clarity, integrity, and effectiveness.

The Executive Director leads the church's operational systems, supervise administrative departments, and make routine operational decisions necessary for the healthy functioning of the church.

The Executive Director works closely with the Executive Pastor to translate ministry priorities into clear plans, systems, and coordinated execution across finance, operations, communications, and administrative teams.

POSITION OVERVIEW

Faith Presbyterian Church is a growing congregation of approximately 1,200 in weekly worship attendance. As the church has grown, the complexity of administrative systems, financial stewardship, facilities management, and staff coordination has increased.

The Executive Director for Finance and Operations provides leadership for these systems, ensuring they function clearly and reliably while supporting the mission and ministry priorities of the church.

This role leads the church's operations so that pastoral leaders can focus more fully on shepherding, teaching, and equipping the congregation.

The Executive Director also serves on the church's staff Executive Leadership Team, working with senior ministry leaders to coordinate strategy, align ministry efforts, and ensure clear communication across the life of the church.



Job Description

ORGANIZATIONAL & ADMIN LEADERSHIP

Provide leadership for the church's administrative and operational systems. Responsibilities include:

- Leading the operational staff team across finance, operations, communications, and administration
- Translating ministry priorities set by the Executive Pastor into operational plans and execution
- Ensuring coordination and follow-through across departments
- Identifying and resolving operational bottlenecks or inefficiencies
- Establishing clear systems, workflows, and communication rhythms
- Ensuring operational decisions are made at the appropriate level of authority

HR SYSTEMS & INFRASTRUCTURE

Oversee the church's HR systems and staff infrastructure. Responsibilities include:

- Maintaining clear and consistent HR policies and procedures
- Overseeing employee handbook updates and policy implementation
- Ensuring staff records, benefits systems, and compliance processes are maintained
- Supporting healthy staffing systems, onboarding processes, and staff development

QUALIFICATIONS

- Demonstrated experience in organizational leadership, operations, finance, or business administration
- Strong supervisory experience with staff leadership and development
- Ability to manage complex systems and coordinate multiple teams
- High integrity and trustworthiness, especially with confidential information
- Strong written and verbal communication skills
- Collaborative leadership style
- marked by humility and steadiness
- A mature Christian aligned with the commitments of FPC (PCA)

BUDGET LEADERSHIP & FINANCIAL STEWARDSHIP

Provide leadership and oversight for the church's budgeting and financial systems. Responsibilities include:

- Leading the annual budget development process
- Consolidating departmental budgets into a unified church budget
- Managing the operational budget once approved
- Overseeing financial reporting accuracy
- Working with the Director of Finance to ensure sound financial practices
- Leading preparation for annual audits or financial reviews
- Preparing the church's annual financial report

FACILITIES & OPERATIONAL OVERSIGHT

Provide leadership for the church's facilities and operational systems. Responsibilities include:

- Overseeing facilities planning, maintenance systems, and vendor relationships
- Ensuring buildings and campus spaces support ministry needs
- Maintaining operational standards and service contracts
- Supporting technology and operational infrastructure
- Ensuring safe, well-functioning, and hospitable facilities

ADMINISTRATIVE STAFFING & HIRING

Provide leadership for admin and operational staffing under the leadership of the HR Committee. Responsibilities include:

- Leading hiring processes for administrative and operational roles
- Making final hiring decisions for non-pastoral staff within finance, operations, communications, and administration
- Supervising and developing administrative staff leaders
- Conducting performance reviews and supporting professional development
- Ensuring staffing structures support the church's operational needs

GOVERNANCE & LEADERSHIP COORDINATION

Support the church's leadership structures. Responsibilities include:

- Preparing reports and materials for Session and appropriate committees
- Coordinating financial and operational information for church officers
- Supporting healthy communication between staff leadership and officers
- Ensuring decisions made by church leadership are carried out effectively
- The Executive Director will ordinarily attend Session meetings.

REPORTING STRUCTURE

*Reports to: Executive Pastor
Direct Reports: Director of Finance, Operations Director, Creative Director, Church Administrator*

WORKING ENVIRONMENT

- Office-based role located at Faith Presbyterian Church with Sunday responsibilities (either Monday or Friday off)
- Full-time position
- Occasional evening or weekend meetings may be required

RELATIONAL COMMITMENTS

At Faith Presbyterian Church, we believe ministry is shaped not only by what we do, but by how we relate to one another. These relational commitments describe the shared culture we expect of our pastoral staff.

These commitments are values that help us embody the grace and truth of Christ in staff meetings, ministry planning, leadership development, conflict, and daily interactions.

Alignment with these commitments is essential for healthy collaboration, staff unity, and long-term ministry fruitfulness at Faith.



COMMITMENTS

- **Prepare with Respect:** showing up present, prepared, punctual, and focused, honoring one another's time and contributions.
- **Listen with Humility:** assuming positive intent, listening generously, and prioritizing the mission of the church over personal silos.
- **Share with Courage:** engaging honestly, welcoming healthy conflict, and contributing with a solution-seeking posture.
- **Serve with Integrity:** keeping commitments, taking responsibility, and leading by serving rather than protecting position.
- **Repair with Grace:** pursuing reconciliation quickly, owning mistakes without defensiveness, and viewing repair as an opportunity for growth.



Viewpoints on Growth and Discipleship

BY JASON STERLING, SR. PASTOR

One of the goals of the Christian life is that we be conformed into the image of Christ (Rom 8:29), yet all of us are far from showing forth that image. We are not what we ought to be. We all need change. Therefore, it is critical to understand how change takes place in our lives and in the lives of people around us.

At Faith Presbyterian Church, we desire to help believers grow in Christlikeness, until the character of Christ is fully formed in all of us, which we believe the Bible teaches is a lifelong process until we are glorified with Him. Christlikeness is not something we can bring about ourselves. As the Scriptures teach, our salvation, from beginning to end, is a result of God working, as He is the only One who can change our hearts and lives. It is through the transforming grace of the gospel that we enter the kingdom, and it is through that same grace that we are changed to become more and more like our gracious Savior, Jesus. The gospel is not just the means of our salvation (justification), but the means of our transformation (sanctification). It is not simply deliverance from sin's penalty; it is release from its power.

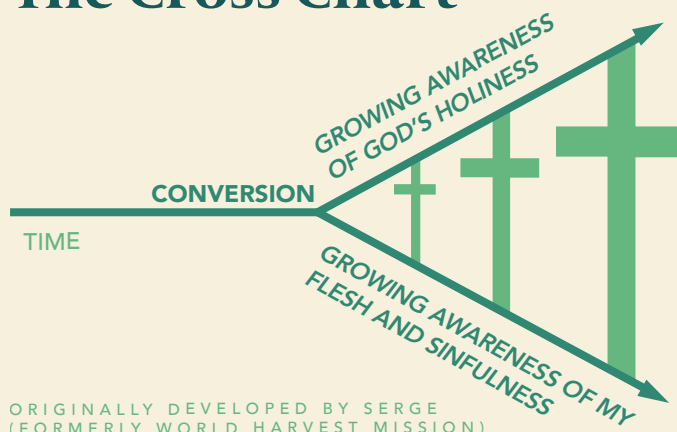
WHAT DOES GROWTH IN GRACE LOOK LIKE IN A PERSON'S LIFE?

The following chart has been helpful to many people in thinking about gospel change in a person's life.

The starting point of the Christian life (conversion) comes when I first become aware of the gap between God's holiness and my sinfulness. When I am converted, I trust and hope in Jesus, who has done what I could never do; He bridged

the gap between my sinfulness and God's holiness. He has taken God's holy wrath toward my sin upon Himself.

The Cross Chart



ORIGINALLY DEVELOPED BY SERGE (FORMERLY WORLD HARVEST MISSION)

At the point of conversion, however, I have a very limited view of God's holiness and of my sin. The more I grow in my Christian life, the more I grow in my awareness of God's holiness and of my "flesh" and sinfulness. As I participate in the means of grace (Word, sacrament, prayer), experience the Holy Spirit's conviction, and live in community with other believers, the extent of God's holiness and the extent of my sin become increasingly clearer and more vivid. It is not that God is becoming more holy or that I am becoming more sinful, but my awareness of both is growing. I am increasingly seeing more of God as He actually is (Isa. 55:8-9) and myself as I actually am (Jer. 17:9-10). As my understanding of my sin and of God's holiness grows, something else also grows: my appreciation and love for Jesus, His sacrifice, His righteousness, and His gracious work on my behalf become increasingly sweet and powerful to me. The cross looms larger and more central in my life as I rejoice in the Savior who died upon it, resulting in the old affections and idols of my heart being replaced with the explosive power of a new and better affection – the love and beauty of Jesus.

Therefore, the consistent pattern of the Christian life is a continuing cycle of repentance and faith. We never stop needing to repent of sin and believe in Jesus. In the first of his Ninety-Five Theses, Martin Luther observed, "When our Lord and Master Jesus Christ said, 'Repent' . . . He willed the entire life of believers to be one of repentance." In repentance, we confess our sin and turn our affections away from false saviors and sources of righteousness and turn in faith to Jesus as our only hope.

HOW DOES FAITH ENCOURAGE GROWTH IN GRACE?

At Faith Presbyterian Church, we believe that each person is an individual created in the image of God (Gen. 1:26). We believe there is unity among individuals in that there are struggles that are common to man (1 Cor. 10:13). However, we also want to honor the great diversity among individuals with respect to gifts, learning styles, ability, personality, spiritual states, and struggles. We want to acknowledge that each person brings a unique history, personality, and pattern of sin and idolatries to our church. This means there is no one-size-fits-all model for discipleship, but spiritual growth takes place in a variety of different avenues. At Faith, our hope is that we will increasingly experience the grace of Jesus and that it will change everything about us. Since we are living in an increasingly busy world, we have to be particularly purposeful regarding what we pour ourselves into.

We know how easy and natural it is to have our hearts grow cold toward Jesus. When one is cold and desiring to find warmth, he or she must get near the fire. We believe that placing ourselves in the vicinity of worship, community (small groups, such as KCs, Grace Groups, men's and women's Bible studies, and other special events, such as conferences, service, retreats, and other fellowship opportunities) and drawing near to Jesus personally through Word and prayer are crucial for warming our hearts to the gospel of grace. At FPC, our focus is on starting, sustaining, and drawing near to four fires to keep our hearts warm to Him.



THE BONFIRE (WORSHIP)

In weekly worship God sets a bonfire in the midst of His people. We often come weary, discouraged, and overwhelmed with our sin and our hurts. As we gather to lift our voices in corporate worship, we are confronted with the great grace of Jesus through the preached Word, the sacraments, and the liturgy. Together we rehearse the realities of the Scriptures, reminding ourselves and one another once again of how loved we are in Christ. Here we experience the comfort, hope, and nourishment to reorient our hearts to Him.



THE CAMPFIRE (COMMUNITY)

The context of our growth in Christ is community. Thus, small groups, Bible studies, and Kingdom Communities are an opportunity to gather with trusted friends and wrestle with what is going on in our hearts. In these small groups, we can build deep friendships, talk openly about how the gospel applies to our lives, and enjoy being cared for by others while extending care to others. These groups help us stay connected to the church and keep our hearts warm to Jesus amidst the busyness of everyday life.



THE CANDLE (PERSONALLY)

God also lights a candle for His people. Every day it's hard to believe that Jesus really does love us. God knows this. He has given us His Word and prayer to pursue Him relationally, so that we can remember how loved we are, and so that we are empowered to love Him and others out of that same love.



THE TORCH (MISSION)

We also have the privilege of carrying the message of the gospel to others. The Good News we carry is the same Good News we have received and been warmed by. As we carry the message, we point people to the fire, not to ourselves.

We long to be transformed into a people who bask in the grace of Jesus and freely lavish that grace on others. Let us join together in praying that God will warm our hearts and enflame our lives with His glorious grace.**

**ADAPTED FROM LOOKOUT MOUNTAIN PRESBYTERIAN CHURCH



TO APPLY FOR THIS POSITION:

*Please complete an application at
faith-pca.org/position-openings*