



JOB DESCRIPTION

DIRECTOR/PASTOR OF FINANCE AND ADMINISTRATION

CHRIST COMMUNITY EXISTS TO MAKE GOSPEL-CENTERED DISCIPLES AMONG ALL PEOPLE FOR THE GLORY OF GOD.

:: THE GOSPEL ABOVE ALL

More than anything else, Christ Community is a church that is about the gospel.

Jesus tells his disciples and those who would follow, "All authority has been given to me in heaven and on earth. Go, therefore, and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe everything I have commanded you. And remember, I am with you always, to the end of the age."

We believe Jesus radically changes a person's life. We are to remind ourselves daily that we have been set free from the power of sin and condemnation and to live in light of this freedom. We do not work for our salvation, but our salvation has been given to us freely by God himself through faith in Christ. Therefore, we are to live out the gospel of grace every day in our personal lives as well as with those we are around.

:: OUR CORE VALUES

**BIBLICAL AUTHORITY
INTENTIONAL WORSHIP
COMMITTED COMMUNITY
MISSIONAL MULTIPLICATION
RADICAL GENEROSITY
PRAYERFUL DEPENDENCE**

DIRECTOR/PASTOR OF FINANCE AND ADMINISTRATION

OVERVIEW

The Director/Pastor of Finance and Administration is responsible for the performance of financial and administrative operations of Christ Community Church and will participate in the Lead Pastor's Leadership Team. Finance and administration include all financial oversight, ministry support activities such as facilities, IT, office equipment, and policies, procedures, and human resources. The responsibilities and duties include, but are not limited to, the ability to perform the following:

RESPONSIBILITIES

STRATEGIC LEADERSHIP

- Keep Christ central in personal and organizational goal-setting and action plans.
- Effectively communicate biblical stewardship principles to the people of Christ Community and seek their support in fulfilling the mission and vision of the church.
- Think strategically and solve problems to enhance the use of available resources to achieve the mission and vision of the church.
- Provide operational progress reports and analysis to the Lead Pastor and the Directional Elder Board.

OPERATIONAL AND FINANCIAL LEADERSHIP

- Set operational and stewardship targets and promote a success-oriented, accountable environment.
- Develop an annual budget in cooperation with the Lead Pastor and the Directional Elder board.
- Ensure timely, accurate reporting and responsible use of all funds.
- Oversee an annual audit by an independent certified public accounting firm.
- Ensure all activities are completed in a cost-effective, results-driven manner.
- Prioritize allocation of resources to ensure financial, organizational, and ministry targets are met.
- Analyze current operating results and plan for advancements.
- Oversee facilities staff for maintenance, management, and improvement of facilities and vehicles.
- Oversee property insurance, risk management matters, and banking relationships.
- Manage relationship with and be the point person for Lake Norman Christian School.

HUMAN RESOURCES LEADERSHIP

- Provide strong day-to-day leadership presence for all staff.
- Empower team to innovate and address organizational challenges and opportunities.
- Promote staff development across the organization. Hire, fire, and train staff under direct supervision.
- Review ministerial compensation packages annually and work with the Lead Pastor and Directional Elder Board to make recommendations on salary increases, promotions and other personnel actions relating to all staff.

DETAILS

- Full-time, exempt position. Generous benefits package, salary commensurate with experience.
- Must agree with the Baptist Faith and Message, 2000.
- Bachelor's degree required, Master's degree preferred.

Interested candidates should submit their resume and cover letter to Dr. Ronnie Parrott at pastor@ccchuntersville.com.