

St. Patrick Presbyterian Church  
710 West White Road  
Collierville, Tennessee 38017

The session of teaching and ruling elders at St Patrick Presbyterian Church, a particular church within the Evangelical Presbyterian Church denomination, posts this listing to seek candidates to fill the newly defined, full-time staff position of Executive Director. Eligible candidates must meet the following requirements:

#### Education

- A bachelor's degree is required
- A master's degree or beyond is preferred

#### Personal and Character Requirements

- Demonstrated love for Christ, His church, and His people.
- Ordained as a ruling elder with documented and proven leadership in a particular church.
- Committed to a Biblical worldview and living according to the tenets of Reformed Theology and the Westminster Confession.
- Possesses a foundational understanding that churches operate with a spiritual mandate but also require organizational structure.
- Combines a shepherd's heart with a business mind with a drive to achieve and maintain the proper balance between ministry and organization.
- Highly relational, outgoing personality with mature, seasoned people skills.

#### Experience and Professional Skills

- At least 7 - 10 years of experience in administration, management, and leadership
- Outstanding organizational skills
- Expertise in team building
- Ability to collaborate and lead within multiple governance and stakeholder groups
- Ability to develop team leadership, effectively supervising a matrixed, multi-layered staff with specifically assigned roles
- Possesses strong process skills and strong communications skills
- Goal-oriented and persevering in difficult situations
- Ability to connect with and build consensus with a diverse range of people groups
- Analytical ability to align the with the mission and vision of the church

Salary commensurate with experience.

Complete benefits package includes:

- Insurance Benefits
  - Medical (individual and family) 100%
  - Dental
  - Vision
  - Disability
  - Life
- Car Allowance
- Mobile Phone Allowance
- Annual Vacation
- Retirement