



**EXECUTIVE DIRECTOR**  
**Redeemer Presbyterian Church**  
Winston Salem, North Carolina

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**DESCRIPTION:** *Guide the Ministry Leaders & Staff in fulfilling the mission of Redeemer Church.*

**MINISTRY AREA:** *Staff & Congregation*

**CLASSIFICATION:** *Full Time*

**COMPENSATION:** *Salary & benefits commensurate with education and experience*

Redeemer Presbyterian Church is hiring an Executive Director (Ex Dir) responsible for implementing the vision and ministry of the church within its Philosophy of Ministry (POM) as cast by the Senior Pastor and Session. The Ex Dir functions essentially as a Chief Operating Officer (COO) to the church. They have oversight of staff and pastors except the Senior Pastor. The Senior Pastor retains oversight of Assistant and Associate Pastors concerning the ministry of the Word and Sacraments.

#### **The Ex Dir ...**

##### **Implements the vision and goals of the church, strengthening culture, and improving communication**

- Ensures all ministries of the church are aligned with and operate within Redeemer's POM and the goals developed by the Senior Pastor and supported by the Session.
- Helps with keeping the culture of Redeemer. The Senior Pastor leads in vision-casting. The Ex Dir collaborates with him in execution. This includes embodying core values while addressing and resolving differences and issues in a timely manner.
- Facilitates excellent, consistent, and open communication among the Session, Diaconate, Staff, and Congregation, fostering communication that helps ministries expand, encourage, and thrive.
- Acts as the *prime mover* with the church staff and ministry leaders in aligning all plans and actions with the vision.
- Facilitates the quarterly, annual, and long-term planning processes with the Staff and Session.

##### **Supervises and develops ministry leaders, staff, and volunteers in achieving ministry goals so they might flourish through regular coaching, training, and growth opportunities.**

- Sets agendas, conducts staff meetings, sets priorities, serves as the escalation point and decision maker on operating issues, while providing real-time goal-setting, evaluation, and coaching. This will include pastors.
- Assists the Senior Pastor in developing agendas for Session and Congregational meetings.
- Creates a calendar and regular processes for all staff, but particularly direct reports, to help them with effectiveness, prioritization, discernment, decision making, planning and overall vocational direction.
- Manages staff and congregational flourishing by keeping rhythms of hard work, rest, and clarity about what's next and best.

##### **Overseeing and administering the day-to-day infrastructure of Redeemer's ministry.**

- Works with the Director of Facilities and Finance, to maximize resource effectiveness and strategies to use our building, finances, staff hours, IT infrastructure, and other resources.
- Manages, creates, streamlines, and evaluates ministries that allow Redeemer to make quick, informed decisions while limiting distractions and barriers to doing ministry.
- Works with the Senior Pastor to prioritize staff activity amid the fluctuations of ministry.

- Facilitates Redeemer policy development and implementation.
- Oversees internal and external communications and media.
- Oversees the church calendar in conjunction with Senior Pastor: priorities, events, rhythms, and resources that may be required.

**Completes other duties as assigned by the Senior Pastor.**

### **Required Experience and Competencies**

#### **Experience:**

- The ideal candidate will have at least three years' experience and demonstrated growth in church or corporate leadership with direct responsibility for staff and operations.
- The ideal candidate will have familiarity with all or most of the following areas: Staff Development, Human Resources, Information Technology, Facility Maintenance, Finance or Accounting, Communications, Church Management Systems (or industry equivalents), a Reformed theological background.

#### **Skills:**

- Understands and is able to manage and work with volunteers in a church environment.
- Able to train and coach others to carry out ministry through leading staff and teams.
- Comfortable leading from a "second chair" position under oversight of Senior Pastor and Session.
- Possesses strong people coordination, delegation, project management and organizational skills.
- Addresses crisis and conflict in a biblical manner and seeks resolution and reconciliation.
- Communicates clearly and professionally through written and verbal media.
- Able and willing to stay current **on technology, growth, innovation, and church trends.**

#### **Character:**

- Meets the scriptural requirements for an elder (may or may not serve as an elder).
- Growing in gospel-centeredness as evidenced by daily dependence on the grace of God in life and ministry, inviting others to speak into his life, and openness about struggles and strengths.
- Demonstrated fruit in discipling others.
- Biblically handles crises and resolves conflicts.
- Able to demonstrate a close working relationship with the Senior Pastor.
- Committed to excellence and progress.

#### **Theological Vision:**

- Understands and lives out Redeemer's Mission, Vision and Philosophy of Ministry.
- Able to adapt the implementation of biblical convictions to the contextual issues of North Carolina of today and the future.
- Workload and Accountability Structure

**The duties of this position often extend to 50 hours/week (including Sunday worship). This position reports directly to the Senior Pastor. In addition, the Executive Director will have a close working relationship with the Deacons and The Director of Facility and Finance. If you are interested in applying for this position, please send a copy of your resume and a cover letter to Shelby Nelson at [snelson@redeemerws.org](mailto:snelson@redeemerws.org).**