

**Position Description for  
Executive Director  
First Presbyterian Church  
Dallas, Texas**

**FIRST PRESBYTERIAN**

First Presbyterian Church stands as a visual and cultural landmark in downtown Dallas. As the first U.S. (Southern) Presbyterian Church organized in Dallas, it is the mother church from which many other Presbyterian churches in the area have stemmed. Since its inception in 1856, coinciding with the incorporation of Dallas as a town, the congregation has worked with and for the community. This church seeks to provide worship, education and service that celebrates the diversity of God's people while challenging the congregation and city with the realities of our world. First Presbyterian Church is an inviting, caring and growing congregation in the heart of downtown Dallas.

First Presbyterian Church is supported financially by the First Presbyterian Church of Dallas Foundation which manages a \$22,000,000 endowment fund; operates an extensive, publicly supported program of services for the homeless through The Stewpot ministry; operates a seven-day-a-week meal service at the Bridge, the city's homeless facility, through an affiliated LLC; and supports a separately incorporated NAEYC-accredited day school on its campus.

**OPPORTUNITY**

First Presbyterian Church is seeking an Executive Director to oversee the day-to-day business operations of the church and to provide management support to the church's affiliated organizations. The individual hired for this position will have oversight for a wide variety of responsibilities impacting every area of the life of the church. The Executive Director will report to the Pastor/Head of Staff and will work closely with the Pastor/Head of Staff to carry out the long-range vision of the church. While the primary focus is on operations, the policy making and administering activities influence the effectiveness of all ministry activities. This position makes its optimal contribution when all ministries of the church have adequate resources available and an unimpeded ability to conduct their work so that the mission of Christ's church in the world is accomplished. Responsibilities include, but are not limited to, the following:

- Manage the financial affairs of the church within broad policies set by higher governing bodies, the Session, church officers and relevant committees.
- Develop and administer a budget and accounting system that is congruent with the committee organization and is flexible enough to accommodate changes in organizational structure.
- Oversee provision of regular financial statements with appropriate analysis for the church, Foundation, The Stewpot, Meal Services LLC and day school.
- Oversee investments and banking relationships.
- Manage independent financial audits of all affiliated organizations, and insure timely reporting of necessary audited financial information to various outside parties.
- Ensure timely federal and state tax reporting for all entities.
- Responsible for the general condition and state of repair of all church property.
- Organize and assist appropriate committees and staff departments in space utilization planning for the various facilities of our campus.
- Maintain control over access to our buildings and the security of those employees and church members on site.
- Determine the areas of risk associated with the operation of First Presbyterian Church; establish and maintain adequate insurance coverage for the identified areas of risk; work with insurance carriers, providing training and awareness programs in all areas of concern.
- Administer personnel policies set forth in the FPC Personnel Manual and in other directives from the Personnel Committee.
- Maintain current job descriptions for every staff member.
- Maintain all appropriate personnel records for compensation, performance appraisal and other purposes. Prepare and administer the staff compensation plan.
- Participate in employee reviews and the handling of any employee disciplinary matters.
- Recommend changes as needed to ensure that the FPC Personnel Manual and other published personnel policies remain consistent with guidelines of the Presbyterian Church USA and all applicable laws and government regulations.

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- Provide recruiting guidelines that identify appropriate recruiting procedures, salary ranges, benefits, and work conditions to committees and individuals that have the responsibility for screening and selecting new employees.
- Oversee the church Management Information System.
- Maintain database information regarding current and past membership records.

## **REQUIREMENTS**

The ideal candidate will have a strong personal relationship with Jesus Christ. This person will have a degree in accounting, business administration or a related field. Important attributes of this person will include:

- Strong commitment to the mission of First Presbyterian Church and the Presbyterian Church (USA)
- Flexible professional who is pastoral in nature.
- Exercises sound judgment in carrying out the affairs of the church.
- Willingness and ability to implement new policies.
- Extensive experience in managing an automated fiscal and administrative operation.
- Demonstrated experience in the following: supervisory, administrative and management duties; human resources management; financial management, including budgeting, monitoring cash flow, and analyzing accounts.
- Active participation in a Christian church, practicing the ministry and mission of Christ in this world.
- Excellent interpersonal skills and leadership ability.
- Good organization and attention to detail; an ability to multi-task
- Church management experience or related non-profit management experience preferred.

## **COMPENSATION**

The person chosen will receive a competitive compensation and benefit package.

## **CONTACT**

Qualified candidates should email their resume in a Word or pdf document to:

**[joec@firstpresdallas.org](mailto:joec@firstpresdallas.org)**

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