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# Executive Director

*Bay Presbyterian Church | Bay Village, Ohio*

**Department:** Administration

**Reports to:** Lead Pastor

**Supervises:** Finance, Facilities, and Human Resources staff

**Status:** Full-time, Exempt

**Date:** May 2026

## About Bay Presbyterian Church

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Bay Presbyterian Church is a congregation with over 100 years of history in Bay Village, Ohio, affiliated with the Evangelical Presbyterian Church (EPC). We are a theologically grounded, outward-facing church with a staff of approximately 30 people, 1000 members, two Sunday services significant ministry partnerships, and a deep commitment to faithful discipleship across every stage of life. Our vision is to become a church obsessed with knowing Jesus, loving others, and sharing the reason for our hope. Our internal facing mission is to equip and engage the next generation to be resilient disciples who love like Jesus.

The Executive Director joins BPC at an exciting moment of strategic renewal. We are actively implementing a 2026-2029 Strategic Plan, building staffing and systems to support sustainable growth, and developing our congregation along a clear Discipleship Pathway. This role is central to that work.

## Position Summary

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The Executive Director (ED) provides operational and organizational leadership that frees the pastoral staff to focus on ministry. The ED serves as the senior operations officer of Bay Presbyterian Church, overseeing finance, facilities, human resources, and organizational systems. This person is a key member of the senior leadership team and works in close partnership with the Lead Pastor to ensure that BPC's people, resources, and structures are aligned with its mission and long-term strategic direction.

The ideal candidate brings proven executive leadership experience, strong financial acumen, and a genuine love for the local church. They are as comfortable in a budget review as they are in a staff meeting, and they understand that operational excellence is itself a form of faithful stewardship.

## Key Responsibilities

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### Organizational & Strategic Leadership

- Serve as a senior leader within BPC, contributing to overall organizational health, staff culture, and long-range planning alongside the Lead Pastor and pastoral team



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- Translate the BPC Strategic Plan (2026-2029) into operational realities: staffing structures, budget alignment, facility readiness, and systems capacity
  - Identify gaps, inefficiencies, or risks in organizational operations and recommend solutions proactively
  - Represent BPC with professionalism and integrity in relationships with the EPC, Presbytery of the Alleghenies, and community partners

### **Financial Oversight**

- Serve as the Financial Officer of the church, with signing authority on behalf of BPC
- Lead the annual budget development process for BPC
- Monitor budget expenditures throughout the year; provide regular reporting to the Lead Pastor, Board of Directors, and Session (Elder Board)
- Present monthly financial reports to the Board of Directors and additional reports as requested
- Oversee financial controls, audit readiness, and compliance with applicable regulations and EPC polity

### **Facilities & Operations**

- Oversee the work of the Property/Systems Director in daily building operations, capital projects, and ongoing maintenance
- Ensure facilities are managed in a way that supports the church's ministry programs and long-term asset stewardship
- Manage vendor relationships and service contracts relevant to facilities and operations

### **Human Resources & Staff Support**

- Partner with the Lead Pastor and Personnel Committee on organizational structure, new position development, and staff concerns
- Administer church benefits programs including medical insurance, workers' compensation, and retirement plans
- Conduct annual performance reviews for direct reports; support a culture of clear expectations, ongoing feedback, and growth
- Ensure staff needs are addressed with care and consistency

### **Governance & Leadership Support**

- Prepare and communicate materials Board of Directors meetings, including agendas, minutes support, and financial reports
- Assist with the annual church officer nomination process
- Attend Session, Board of Directors, and senior leadership team meetings
- Serve as the administrative liaison to the Presbytery of the Alleghenies and the EPC



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## Qualifications

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### Required

- Bachelor's degree required; concentration in business, finance, organizational leadership, or a related field preferred
- Minimum 3-5 years of progressively responsible leadership experience in operations, finance, HR, or organizational management
- Demonstrated experience managing budgets, financial reporting, and organizational systems
- Strong interpersonal skills; able to build trust across a diverse staff team and congregation
- High integrity, discretion, and the ability to handle sensitive matters with appropriate confidentiality
- Active Christian faith and alignment with BPC's theology, mission, and values
- Satisfactory background check required

### Preferred

- Experience in nonprofit, church, or faith-based organizational contexts
- Familiarity with Presbyterian or EPC polity
- Experience leading through organizational change or strategic growth
- Graduate degree in business, nonprofit management, or a related field

## Who We're Looking For

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Beyond the resume, we are looking for someone who brings a few specific qualities to this role:

- A servant leader. This person understands that operational excellence exists in service of mission, not as an end in itself. They lead with humility and roll up their sleeves when needed.
- A team builder. BPC has a talented, committed staff. The ED needs to be someone who makes the team better, not someone who competes with it.
- A steady presence. Ministry organizations face unpredictable seasons. We need someone who stays grounded, communicates clearly, and does not avoid conflict.
- A person of genuine faith. This isn't a checkbox. We want someone for whom this work is a calling, not just a career.

## Physical Requirements

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- Ability to remain in a stationary position for extended periods
- Ability to communicate effectively in person, in writing, and in group settings
- Ability to move between office spaces, meeting rooms, and building areas as needed