

Job Description  
**Executive Director**  
First Presbyterian Church Counseling Center, Inc.  
Columbia, South Carolina

Accountability

The First Presbyterian Church Counseling Center, Inc. (FPCCC) is an incorporated, 501(c)3 non-profit ministry of First Presbyterian Church of Columbia, South Carolina. It operates as and is more widely known publicly as The Christian Counseling Center of First Presbyterian Church. The FPCCC, both corporately and as a business, operates separately from the Church.

The FPCCC Board of Directors operates independently except that the membership of the Board and the corporate by-laws must be approved by the Session of the Church. The FPCCC Executive Director is accountable to and reports to the FPCCC Board of Directors in all matters relating to the discharge of his/her duties. The Executive Director and his/her staff will be expected to abide by the same standard of ministry and propriety as the Pastoral staff.

Duties, Responsibilities, and Competencies

The Executive Director will have the following duties and responsibilities:

- Work with the FPCCC Board in maintaining the overall mission and direction of the Counseling Center.
- Have primary responsibility and oversight of all clinical and business functions of the FPCCC.
- The Executive Director will have the ultimate personnel and supervision responsibility of all staff. The Executive Director has the primary responsibility for the recruitment, hiring, training and clinical supervision of all clinical staff. Some of this this responsibility may be delegated to the Clinical Supervisor(s). The Executive Director will obtain a clinical supervision license.
- The Executive Director will directly supervise the center's Business Manager. Delegated to the Business manager will be responsibility to supervise all administrative personnel. The Business Manager also has HR responsibility for the entire center, and supervisory responsibility for the administrative tasks of the clinical staff.
- The Executive Director will work closely with the Board of Directors in its Development and Fundraising efforts. This will include new donor recruitment, maintenance of relationships with current donors, and the oversight of Development campaigns.
- The Executive Director will have primary responsibility for the marketing of the counseling center. In addition to his own work in this area, it is expected that he will delegate, train, and supervise other staff in the marketing of the center.
- Serve as chief liaison between the FPCCC and the Session and Pastoral staff of The First Presbyterian Church.
- The Executive Director will have the primary responsibility to ensure that all clinical staff hold and practice a Christian Faith consistent with the teachings of First Presbyterian Church.
- Carry a clinical caseload of a minimum of 20 client sessions a week.
- In conjunction with the Business Manager and the Board, recruit staff as needed.

- Maintain his own professional credentials, as well as supervision and clinical skills; and achieve state licensure within three months of employment.
- Ensure that counseling center operations meet all legal and ethical standards.
- Actively participate in the services and activities of First Presbyterian Church.

### Qualifications and Characteristics

The Director must:

- Be committed to living in obedience to Christ and maintaining personal disciplines of spiritual growth as an active member of First Presbyterian Church.
- Have a sound knowledge of and agreement with the Reformed theology as taught in the Westminster Confession of Faith and be able to integrate this knowledge into his/her counseling ministry.
- Have a master's degree in the mental health field. A doctorate is preferred but not required.
- Have a minimum of 5 years of counseling experience along with appropriate schooling and credentials. He/she must be able to obtain a license in South Carolina either as a Licensed Professional Counselor or Psychologist.
- Possess a minimum of 3 years of experience in the management of a counseling practice (or similar organization).
- Possess the gifts of leadership, counseling, and teaching.
- Ability to maintain positive working relationships with other staff members.
- Be a Licensed Clinical supervisor or be eligible to pursue such a license in the state of South Carolina.

### Compensation and Evaluation

The position of Executive Director is salaried, determined by experience. Payment is on a semi-monthly basis. This salary is guaranteed and is not tied to client fees. In addition to salary, a benefits package will be provided, including a health, disability, and life insurance package. The counseling center will make contributions to a 403(b)-retirement plan and provide allowances for professional development. Vacation and paid holidays are provided according to the policies of the FPCCC, denoted in the employee handbook.

The job performance of the Executive Director will be evaluated by the Board of Directors in accordance with the statement of duties and responsibilities outlined above.

The performance of the Executive Director will be reviewed during the first year after three months, six months and twelve months, and on a yearly basis thereafter.