



POSITION

The Executive Director will ensure that all parts of the church's life and ministry are (A) working together toward alignment with both our enduring values and our vision of *equipping all people to live ordinary life as the faithful presence of Jesus' love* and (B) being implemented consistent with any active strategic plan.

PERSONAL QUALITIES:

- Administratively, operationally, and organizationally strong; a gifted manager
- Demonstrated aptitude for decision-making and problem-solving
- A bold yet winsome servant leader
- Wise judgment and developed inter-personal skills regarding how best to exercise authority over staff
- A developer, coach, and leader of leaders
- A committed disciple of Jesus who is wholly committed to seeing the local church fulfill its purpose as set out in the Great Commission.

RESPONSIBILITIES:

Vision/Strategic Plan Implementation and Execution (40%): Build, implement, and then oversee systems that promote the church's vision and strategic plan.

- Assist the pastors and Session by organizing and guiding periodic strategic planning, including: review of mission, vision and enduring values; evaluation of ministry performance; and development of key objectives and tactics for integration/alignment between mission/vision/values and ministry performance;
- Work with each ministry department to set short term, mid-range, and long-term goals, and to develop pathways to the accomplishment of each goal; and develop and execute a process then to periodically review progress towards goal attainment with each ministry department;
- Provide organizational support and accountability to all church committees and to the Diaconate (working especially with committee chairs), in order to: ensure they are functioning healthily; set goals and provide clear paths to the accomplishment of goals; and develop and execute a process then to periodically review progress towards goal attainment with each committee and the Diaconate;
- Devise, implement, and carry out a regular (at least annual) means by which programs are evaluated, initiated, modified, or stopped, based on their alignment with and contribution towards the mission, vision, and enduring values of the church;
- Develop systems/strategies to assist and empower the appropriate internal leadership group (e.g., pastoral staff, Session, Diaconate, director, etc.) to review new ideas and, when necessary, take them from the point of conception to execution.



Responsibilities continued:

Staff Management (40%): Oversee a staff that functions together as a Christ-centered, professional and relational team.

- Oversee HR by setting policies, ensuring productive annual reviews of employees, identifying and working to address needs of the team, etc.;
- Work with the Senior Pastor to develop and lead staff meetings that are productive and edifying;
- Ensure cross-departmental communication and unity of purpose;
- Help all staff members to understand the unique role that they and their respective ministry areas play in the church's vision;
- As needed, coach staff department heads so that they might more effectively fulfill their ministries.

Operations Management (20%): Provide leadership of the business side of church operations such that the supporting structures serve the vision.

- Serve as the Direct Report for the Church Administrator, Director of Support Services, Ministry Coordinators, Director of Communications, Director of Technical Services, Hospitality Coordinator, Administrative Assistants, and other support roles, in order to solve problems and ensure smooth operation of the business side of the ministry;
- Lead the Finance Team in developing annual financial strategy and budgets that support and advance the church's vision; and manage "finance-adjacent" areas of church operations (e.g., insurance, legal issues, etc.).

MEASUREMENT OF SUCCESS:

- Our pastors will be freed up to carry out the Biblical model of pastoral ministry - - namely, as ambassadors for Christ, leading ministry of prayer and the Word (preaching and teaching), administration of the sacraments, and shepherding and caring for the flock that is the body at SMPC (Acts 6:4; 2 Corinthians 5:20).
- The church's mission, vision, and enduring values, along with its strategic plan, will be reflected in each of the church's ministries and initiatives and participated in by more and more of the church's body.
- The church's ministry areas and efforts will be regularly and consistently considered, both for effectiveness and for coordination with other ministry areas.
- The staff will function as a unified team, with every team member knowing his/her role in the common vision.
- The congregation will have confidence that of the church's operations are being handled with efficiency, integrity, and an eye towards wise stewardship of all resources (people, facilities, dollars, and processes).
- Ministry leaders, particularly those who are less experienced in their professional careers, would feel and attest to being coached and supported by the Executive Director, and as a result their growth and development as leaders within SMPC would be evident to their direct reports and to those whom they manage and work with.



REQUIREMENTS:

- Being in accordance with The Essentials of our Faith as set out by the EPC
- A healthy and growing relationship with Jesus Christ
- 7+ years of management/executive experience
- Experience/knowledge in business functions such as HR, finance and operations etc.
- Competency in strategic planning and implementation
- Minimum 4-year college degree; a degree awarded in business, finance, or a related field is preferred but not required

The Executive Director will report to the Senior Pastor and will be accountable to the Session.

Applicants please send a cover letter & resume to info@signalpres.org.