



EXECUTIVE DIRECTOR

POSITION SUMMARY

The Executive Director will ensure that all parts of the church's life and ministry are working together towards alignment with our enduring values and progress towards our vision of *equipping all people to live ordinary life as the faithful presence of Jesus' love.*

PERSONAL QUALITIES

- Administratively strong; a gifted manager
- A bold yet winsome servant leader
- A developer, coach, and leader of leaders
- A faithful disciple of Jesus who is wholly committed to seeing the local church fulfill its purpose as set out in the Great Commission

RESPONSIBILITIES

Project Management (50%): Identify and oversee strategic action to promote the church's vision

- Facilitate an annual strategic planning process including evaluation of ministry performance, review of mission, vision and enduring values, development of key objectives and tactics, and establishment of annual goals
- Work with each ministry department in setting short-term, mid-range, and long-term goals—as well as pathways to the accomplishment of each
- Provide oversight and accountability to all church committees, working especially with committee chairs to set goals and provide clear paths to the accomplishment of goals
- 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 overall vision of the church.

Staff Management (25%): Provide effective coaching so that the entire staff functions together as a Christ-centered, professional, and relational team.

- 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 ministry area plays in the church's vision



Operations Management (25%): Provide leadership of the business side of church operations such that the supporting structures serve the vision.

- Oversee HR by setting policies, ensuring productive annual reviews of employees, identifying and working to address needs of the team, etc...
- Serve as the Direct Supervisor for the Church Administrator, the Church Accountant, the Director of Support Services, the Director of Communications and the Director of Technical Services 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

MEASUREMENTS OF SUCCESS

- Our pastors will be freed up to carry out the biblical model of pastoral ministry (Acts 6:4, 2 Corinthians 5:20).
- The staff will function as a unified team, with every team member knowing his/her role in the common vision.
- The church's vision will be reflected in each of the church's ministries and initiatives and participated in by more and more of the church's membership.
- Responsibilities will be fulfilled on an annual basis, including a strategic plan, staff performance reviews and programming reviews.

REQUIREMENTS

- Accordance with [The Essentials of our Faith](#) as set out by the Evangelical Presbyterian Church (EPC)
- A healthy and growing relationship with Jesus Christ
- Bachelor's Degree from a four year college or university
- 7+ years of management/executive experience

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

APPLICATION

To apply, please send a resume and introductory letter to signalpresxd@gmail.com.