

Orangewood Church
1300 W. Maitland Blvd, Maitland, FL 32751
<https://orangewood.org/>

Contact:
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POSITION PURPOSE: The Executive Director collaboratively leads Orangewood Church (OC) in close coordination with and in support of the Lead Pastor, in carrying out its mission by planning, implementing, and managing effective organizational, operational, and fiscal processes.

POSITION HELD BY: David Moore

SUPERVISES: Non-pastoral members of Orangewood Leadership Team, including Worship, Women's Ministry, Children's Ministry, Orangewood Christian School, Maitland Community Preschool, Facilities, Finance/Accounting, Technology & support staff.

DIRECT REPORT: Lead Pastor

Job Description: Responsible for coaching, developing, and shepherding a highly professional team who embodies the vision/mission/values of OC, ensuring excellence in stewardship of all resources, both people and financial, in support of our mission, vision, as well as the strategic & ministry plans.

OUTCOMES/EXPECTATIONS:

Executive Leadership & Strategy (20% of role):

- I. Manage and cultivate a close, synergistic relationship with the Lead Pastor.
- II. Lead the staff in all areas of operation and ministry, supporting the vision of the church.
- III. Partner with the Lead Pastor and Elders in implementing and executing on the vision, strategy, and values of the church, including but not limited to: 1) Sunday Worship that is hospitable, engaging, and intelligible, 2) Communities who are united around life together and common service and witness in Central Florida and the world.
- IV. In collaboration with the ministry leaders and the staff team as a whole—build easily and at all times accessible on-ramps for both long-time and new OC members/attendees in the three areas we've defined: Gather, Connect, and Serve
- V. Provide leadership to and support for Orangewood Christian School (OCS) to ensure a flourishing relationship between OC and OCS, and OCS alignment to the OC vision, values, theology, and culture.
- VI. Lead OC, OCS senior staff, and other OC ministry leaders to establish and implement a long-term campus strategic plan for OC on our campus.
- VII. Ensure the annual budget aligns with ministry objectives.

Team Management (50% of role):

- I. Lead and interact daily with OC Leadership Team and lead all Leadership Team meetings.
- II. Create an environment of collaboration and continuity between the various Ministry Teams and OC staff.
- III. Develop a staff culture of trust and excellence, cultivating an esprit-de-corps and unity within the team, through excellence in leadership principles, including coaching, recognition, professional development, as well as compensation and benefits.
- IV. Serve as an active advisor to the OC Governing Commission (Session) and any/all OC Commissions/Committees and assist/lead the Financial Committee of the Session in their oversight of all areas related to people and finances.
- V. Develop quarterly strategic guidance and planning support for ministry leaders that are planning new ministry initiatives and events.
- VI. Serve as liaison between OC and OCS as a member of the OCS Board, advisor to the OCS Committee, and as a member of the OCS Finance Committee. Lead and support the Head of School.
- VII. Coach and develop direct reports on overall personal career development, as well as encourage and ensure career development of those on their staff.
- VIII. Advise and assist Sr. Ministry staff and GC in developing new OC ministries.

- IX. Ensure the staff are meeting or exceeding individual and departmental goals, while establishing a process for ongoing coaching and performance reviews, including improvement plans or replacement strategies if needed.
- X. In conjunction with the Lead Pastor, lead and support the Worship Director in providing excellence in Worship, effective utilization of current audio and video tools, and livestream.
- XI. Lead and support the Director of Women's Ministry in the training, education and care of women.
- XII. Lead and support the Director of Children's Ministry in the training and education of children and leaders for Sunday services, VBS and special events.
- XIII. Lead and support the Communications Director in providing excellence of service in all Sunday Worship and ministry media and communications, both internal to and external of OC, in support of our Pathways processes.
- XIV. Lead and support the Facilities Director to ensure we adhere to and exceed safety and operational standards.

Administration (30%):

- I. Develop an annual Budget while establishing a process for oversight of all income and expenses. Ensure excellence in financial management and controls and complete annual independent financial audits/reviews. Manage all banking and investment relationships.
- II. Manage day-to-day requirements for Human Resources, IT, and Finance/Accounting team, including updates and implementation of best practices.
- III. Aid the growth of existing ministries through training, administrative support, and information regarding best practices in other churches.
- IV. Ensure that proper processes and controls are in place for both the Safety and Security of those entrusted to us in ministry.

QUALIFICATIONS & REQUIREMENTS:

Education

- A bachelor's degree is required, with a master's degree or beyond preferred.

Experience and Skills

- Has a minimum of 7-10 years experience in administration and management/leadership.
- Expertise in change management and team building.
- Ability to collaborate and lead within multiple governance and stakeholder groups.
- Is able to develop team leadership, effectively supervising a multi-staff church with specifically assigned roles.
- Strong process skills; Effective communications skills, preferably extroverted; Self-starter.
- Ability to connect with and build consensus with a diverse range of people groups.
- Analytical ability to align the budget of the church with the mission and vision of the church.

Requirements

- All employees must commit to performing their duties in accordance with the stated mission of the church, OC Employee Handbook, and the Westminster Confession of Faith.
- All employees must be evangelical Christians and the Executive Director must be an active member of Orangewood Church.
- A maturing shepherd of the flock, who loves the Church and her people. He or she must be committed to the gathering and perfecting of the saints.
- Agreement with, and actively living out and supporting the OC staff values.
- Highly relational, outgoing personality.

Note: All of the above duties and responsibilities are essential job functions for which reasonable accommodation will be made. All job requirements listed indicate the minimum level of knowledge, skills, and/or ability deemed necessary to perform the job proficiently. The position description should not be construed as an exhaustive statement of duties, responsibilities, or requirements. Employees may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation

Common "Pathway" for all employees:

As a team, as individuals within a team, in your area of specialty, and in collaboration with the staff team as a whole—build easily and at-all-times-accessible on-ramps for both long-time and new OC members/attendees, as follows:

Gather • Contribute to increased traffic of non-churched residents (chiefly non-Christians, de-churched people, and new residents) into OC corporate worship services. Shepherd OC members and attendees to increase the frequency of their Sunday worship attendance and engagement.

Contribute to increased engagement of members and regular attendees in private worship involving consistent/near-daily Bible reading and prayer.

Connect • Contribute to increased numbers and percentages of members/regular attendees who are meaningfully engaged (connecting at least two times per month) in a smaller community within the church.

Serve • Contribute to the increase of regular member/attendee involvement and volunteerism in the church, especially on Sunday mornings and within your ministry area—thereby strengthening OC as a “staff-led, volunteer-run” church. Help all members/attendees under your influence to engage meaningfully and enthusiastically in all-church gatherings, all-church outreach initiatives, etc. Through regular pursuit, recruiting, and equipping, contribute to the continual growth of OC’s volunteer servant pool—always aiming to “turn strangers into friends, friends into family, and family into empowered servants and leaders.”