

Job Description

Position: Executive Minister

Reports to: Senior Minister

Job Summary:

Directs, administers, and coordinates the activities of University Christian Church in support of ministry goals and objectives established by the Senior Minister and the Board of Stewards, performing the following duties personally or through direct reports.

Essential Duties and Responsibilities:

Collaborate with Senior Minister in identifying opportunities for growth through new ministries and outreach, as well as identifying potential challenges and resolving issues.

Support, supervise, and direct the ministry staff. Lead the weekly staff meetings. Responsibilities include but are not limited to assigning and directing work and ministry portfolios; leading and coordinating the Adaptive Staff Model Process. Support/advise/coach supervisors in managing their staff. Advise Senior Minister and Personnel Committee of staffing needs and major personnel related issues or concerns.

Supervise the Business Director, who reports to the Executive Minister. In this capacity, the Executive Minister will have primary responsibility for the church operations budget, capital budget and endowment, which will continue to be managed by the Business Director. Collaborate with the Business Director on wage and benefit administration; update job descriptions, and screening and hiring of non-ministerial staff employees.

Manage church facilities. Manage and oversee all facilities personnel, custodial staff, kitchen, any maintenance issues or capital projects. Evaluate and work to minimize impact of maintenance or capital projects on church members and programs.

Supervise Special Events Coordinator for events such as Fall Kick-Off, Holiday Brunch, Easter Breakfast and staff recognition events.

Evaluate the results of overall operations regularly and systematically and report these results to the Senior Minister and, as applies, to the Board of Stewards.

Committees:

Staff Liaison to Building & Grounds, Endowment, Finance, and Personnel Committees

Qualifications:

- ☐ Experience in church dynamics
- ☐ Exceptional communications skills
- ☐ Business or administrative background/experience
- ☐ Master of Divinity is preferred

Core Competencies:

Judgment – Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision making process; makes timely decisions.

Problem Solving – Identifies and resolves problems in a timely manner; develops alternative solutions; works well in group problem-solving situations.

Project Management – Develops project plans; coordinates projects; communicates changes and progress; completes project on time and within budget.

Self Management Skills – Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Verbal Skills – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

Written Communication – Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.

Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Delegation – Delegates work assignments; matches the responsibility to the person; gives authority to work independently; sets expectations and monitors delegated activities; provides recognition for results.

Managing People – Collaborates with staff in planning, decision-making, facilitating and process improvement; takes responsibility for reporting staff activities; makes self available to staff; provides regular performance feedback; develops skills and encourages growth.

Business Acumen – Understand business implications of decisions; displays orientation to budgetary concerns, aligns work with strategic goals.

Strategic Thinking – Develops strategies to achieve organizational goals; understands organization's strengths and weaknesses; adapts strategy to changing conditions.

Visionary Leadership – Displays passion and optimism; inspires respect and trust; mobilizes others to fulfill the vision; provides vision and inspiration to peers and organizational staff.

Change Management – Develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results.