

Executive Director/Pastor

The Executive Director/Pastor (EDP) will be responsible for supporting and extending the ministry of the Lead Pastor by doing 2 main things: 1) leading the Church Staff; and 2) overseeing finances and operations.

Ministry Area/Department	All areas of the church
Position #/Title	Executive Director/Pastor (EDP)
Supervisor	Lead Pastor
Ministry Target	Church Staff and volunteer leaders
Position Is	Paid Staff (full-time)
Position May Be Filled By	Church member (may be a member before or after hire)
Minimum Maturity Level	Strong, mature Christian
Spiritual Gifts	Leadership; Administration
Talents or Abilities Desired	Outstanding experience in organizational alignment and team-building; strong organizational skills; financial management; ability to lead change; exceptional interpersonal and communication skills to be a “face” of the church; exemplary in personal integrity; ability to submit to the Lead Pastor and Elders.
Best Personality Traits	Loving; Leader; Team-builder; Servant-Leader; Decisive; Organized
Passion for	God’s glory and the strengthening of the Church through: 1) developing thriving organizational structures and culture that accomplishes the mission; 2) developing people to use their gifts to make a difference in the world; and 3) resource stewardship.
Requires Background Check	Yes
Allows Additional Employment	Only with permission of the Church membership
Anticipated Time Commitment	40-50 hours/week

Responsibilities/Duties:

- *Pertaining to support for the Lead Pastor:*
 - Represent the Church at various meetings/activities as assigned by Lead Pastor (SBC associational meetings, local networks, community meetings, media requests, etc.).
 - Build relationships with Church members and attendees.
 - Manage major strategic projects for the church, as directed by Lead Pastor.

- *Pertaining to Staff Supervision:*
 - Encourage, support, and empower staff members in their ministry roles by:
 - Conducting one-on-one meetings with direct reports.
 - Executing annual performance reviews.
 - Building annual personal development plans.
 - Communicating performance expectations.
 - Developing appropriate accountability processes.
 - Lead weekly Staff Meeting.
 - Implement policies and procedures outlined in the Paid Personnel Manual.
 - Represent Staff at committee meetings as assigned.
 - Work with Staff to create and implement effective processes to train and sustain volunteers for ministry in the Church.
 - Oversee the process of hiring new Staff members (and removing them when needed) by working with the Elders and Personnel Committee.

- *Pertaining to Financial and Operational Oversight:*
 - Ensure overall alignment with church bylaws
 - Lead the process of drafting, proposing and implementing the annual budget
 - Oversee the Finance Committee
 - Oversee the Trustees
 - Oversee the Safety Team
 - Oversee the Personnel Committee
 - Assist Staff and church leaders with budget and finance responsibilities - writing members' meeting motions, approving expenses, ensuring reports are submitted, etc.

- *Other Requirements and Responsibilities:*
 - Agrees with the UBC Statement of Faith and Position Papers.
 - Statement of Faith - <https://www.ubcbeavercreek.com/what-we-believe>
 - Position Papers - <https://www.ubcbeavercreek.com/position-papers>
 - Has full alignment with our church's statement of faith, mission/vision/values.
 - Attends Church Members' Meetings.
 - Is a member of UBC, if not already. Applicable to spouse, if married.
 - Maintains a personal walk with God through Bible study and prayer.
 - Maintains a personal lifestyle of consistent Christian character.
 - Strives to maintain a spiritually healthy marriage (if married) and family life. This includes immediate family members who are believers regularly attending weekend worship services, and actively participating in the ministries of our church.
 - Perform other responsibilities as directed by the supervisor.

Goals for the ministry of the Executive Director/Pastor:

- The Church accomplishes the mission to help people become wholehearted followers of Jesus Christ who know Him and make Him known.
- The Lead Pastor is freed-up to focus on matters of preaching, theology, and vision-casting.
- The Staff thrives in their individual roles and in their efforts as a collective team.
- Church volunteers have a clear pathway for becoming fully equipped in their roles of ministry.
- Leaders are identified and empowered toward multiplication at every level of the organization.
- Church resources are stewarded well.

In addition to the responsibilities and requirements above, preferred candidates will have... (although these are preferred, they are not required)

- A solid theological grounding, whether through formal education or other means.
- Experience in preaching/teaching.
- Experience in pastoral care - hospital visits; weddings, funerals, etc.
- Experience in internship and residencies programs.
- Business/organizational/financial experience.
- 10+ years of ministry experience, some of which is in a large church (600+)
- Satisfaction in being a "second chair" leader.
- Experience leading teams of staff to cohesively engage in an organizational mission.
- An increasing scope of leadership responsibilities over the course of time in his field of work.
- An articulate vision for a church-wide leadership development, including staff & volunteers.
- Demonstrated an ability to carry complex projects to completion.
- An disposition that displays spiritual maturity, approachability, authenticity, and likeability.
- Ability to occasionally preach/teach, officiate weddings, lead funerals, etc.
- Familiarity with the Southern Baptist Convention.
- Familiarity with Planning Center Online.
- Familiarity with Google Suite.