

Executive Minister Job Description

Hardin Valley Church of Christ

JOB SUMMARY

The Executive Minister will provide strategic and operational leadership for the Ministers and Staff. Accountable to the Elders, the Executive Minister will support and ensure alignment of all ministries with the vision, mission and values of Hardin Valley Church of Christ. The Executive Minister will have day-to-day decision-making authority over administrative, organizational and operational issues of the church. The Executive Minister will work alongside the Preaching Minister, also accountable to the Elders, allowing the Preaching Minister to focus on spiritual, theological and vision issues of the church.

KEY RESPONSIBILITIES

GENERAL

- Coordinate general congregational communications/ information processes
- Oversee Management of Facilities ensuring they are adequate, ready, welcoming and “guest friendly”.
- Interface with Coordinating Deacons on budget planning and implementation
- Provide leadership and/or assistance in various congregation wide projects (financial campaigns, building programs, etc.)
- Manage day-to-day church operations, to include event scheduling, IT, office operations, communication production, etc.
- Maintain and report routine metrics, both internal and external, to support church ministries in their achievement of the vision.

MINISTRY LEADERSHIP COORDINATION

- Chair staff meetings
- Design administrative support capability for achieving objectives.
- Manage recruitment, training and development of minister and administrative staff.
- Supervise all staff, coordinating staff evaluations and development which stewards the giftedness of personnel, setting individual objectives, performance evaluations, and other routine matters. Minister performance evaluations (excluding the Preaching Minister) will be conducted by the Executive Minister and an oversight elder.

- Coordinate church administration among office staff, ministers, ministry leaders, and elders to facilitate Hardin Valley's vision.
- Direct the alignment of strategic objectives and plans, coordinating their implementation between elders, ministers, ministry leaders and small groups consistent with the defined vision.
- Facilitate an annual planning process for all ministries that ensures the support of the mission and vision of the church.
- Facilitate oversight linkage between ministry staff, support staff and elders.
- Coordinate congregational and staff calendars.
- Assist elder chair in preparation for meetings by coordinating and preparing the agenda.
- Manage decisions, actions, and communications resulting from elders' meetings.

SHEPHERDING AND SPIRITUAL FORMATION

- Model a strong belief in God, Jesus and the Holy Spirit at all times.
- Work with elders on development of future leaders.
- Participate in the Adult Education Ministry as a teacher.
- Preach in the absence of the Preaching Minister as needed.
- Assist ministries without staff representation as needed in developing vision and strategy.

KEY ATTRIBUTES

- Stabilizing, non-anxious presence
- A person of peace
- Servant leadership
- Humility
- Honesty and Integrity
- Openness and Transparency
- Respect for the governance of the elders while working as part of the leadership team