

NEW SONG CHURCH

EXECUTIVE DIRECTOR

Ministry Description

GENERAL EXPECTATIONS

The Executive Director is to be a person with a vital, growing relationship with Christ, passionate about and gifted for the ministries of administration, organization and supervision. In collaboration with the Lead Pastor, he/she must have the skills and ability to provide leadership to the Church's operations and ministries. Desired traits include: leadership, organizational and communication skills, reliability, efficiency, self-discipline, and a high level of self-motivation. A person with vision and the ability to identify, motivate and mobilize guests and members is desired; interpersonal/leadership skills are vital, along with the passion to help connect persons to the work God is doing at all levels of service. The Executive Director must have a commitment to New Song's mission, vision and core values. It is important that the Executive Director hold and express theological positions on issues of Scripture, salvation, sin and grace, the Holy Spirit, and the sacraments that are consistent with the theology of the United Methodist Church. He/She will also need to understand and work within New Song's leadership structure and system of denominational governance.

PRIMARY RESPONSIBILITIES AND EXPECTATIONS

The Executive Director will oversee/order the day-to-day activities of the Church Office and Church staff. They will administer contracts to maintain the Church facility and equipment. In conjunction with Church staff, the Executive Director will assist in maintaining accurate and timely records (financial, administrative, etc.). This position will ensure that all duties and requests for services and assistance are handled promptly and efficiently, while maintaining positive working relationships with all professional and volunteer staff, congregation members and guests. He/She will attend meetings for the Finance Team, Trustees and Leadership Council, along with other gatherings "as needed" in consultation with the Lead Pastor.

The Executive Director is also responsible for the following areas/tasks:

- Meet regularly with the Lead Pastor and ministry teams/leaders for the purpose of resourcing needs.
- Serve as a key leader to equip/resource requirements around volunteer coordination.
- Assist in carrying out church-wide strategic goals, particularly with efforts such as Next Level Innovations (NLI) and other areas.
- In conjunction with the Church Treasurer, staff and ministry leaders, assist in:
 - Annual Stewardship Campaign
 - Budget preparation and reporting
- In collaboration with other Church staff, work to understand the requirements of PushPay and be cross-trained to back-up the Church Administrator in this position.
- Serve as the Church Community Builder (CCB) Administrator:
 - Function as the staff lead for the entire system and provide appropriate training to staff and key leaders on this system
 - Manage various levels of access and training for the church staff and leaders whose work areas tie into this system's functionality
 - Provide periodic updates to the system itself and work to keep records maintained.
 - Utilize query and search functions to assemble data as requested by the Lead Pastor and/or Church staff and/or leadership teams
- Participate in weekly staff meetings and staff development opportunities as scheduled.
- Resource the Trustees, Finance Team and Leadership Council:
 - Attend monthly meetings of the Trustees, Finance Team and Leadership Council.

- Support the Trustees in the development of policies and timely feedback on implementation, and routine agenda items
- In conjunction with the Trustees, create policies, communications, forms, and processes (e.g. Event Form, Building Use Policy, etc.)
- Administer/Negotiate contracts as needed, with feedback to appropriate committees
- In conjunction with Church staff and ministry leaders, assist in an annual Stewardship Campaign and annual Budget preparation and reporting with the Finance Team
- Assist Staff-Parrish Relations Team (SPRT) in developing and implementing personnel policies and ensuring compliance
- Ensure monthly/annual meetings occur: Small Groups Team, Lay Leadership, Children’s Council, etc.
- Staff Coordination
 - Oversee devotion schedule for weekly staff meeting
 - In partnership with the Church Treasurer, administer and implement Staff Personnel Manual policies as it relates to maintaining accurate records of PTO balances, the church’s Simple Retirement Plan, and any other church-provided benefits
 - Assist in onboarding of new staff members
- With the Lead Pastor, serve as the Co-Chairperson of the Ministries Resource Team (MRT), which is comprised of all Ministry Staff, that meets bi-monthly; report updates to the Leadership Council Chairperson ahead of their monthly meeting.
- Oversee communication processes (newsletter, social media, bulletin, etc.) and website content.
- Complete other duties as assigned.

STAFF RELATIONSHIPS

The Executive Director will work under the direct supervision of the Lead Pastor and is accountable to the Lead Pastor, Staff-Parish Relations Team and the Leadership Council. The Executive Director will be a resource person and consultant to other members of the Leadership Council, Ministry Resource Team and wider congregation. In this capacity, the Executive Director will be aware of the major ministry responsibilities of other leaders and will confer with them, offering them the benefits of his/her knowledge and skills to help them with their ministries and building relationships with other ministries within the church. The Executive Director will seek the counsel and resources of the other Leadership Council members and ministry leaders and consider this counsel in the planning and implementation of this ministry.

CONTINUING EDUCATION AND SPIRITUAL GROWTH

All staff members of New Song Church are encouraged to seek job-related continuing education opportunities (seminars, conferences, etc.), as well as spiritual growth opportunities, as is reflected in both the budget and commitment to lifelong learning.

PERFORMANCE EVALUATION/HOURS

Each staff member of New Song Church will meet at least annually with the Lead Pastor for the purpose of assessing employment performance. The Ministry Description will be reviewed and the Executive Director will be asked to discuss any suggested changes. Following the meeting, the Executive Director will be given a written copy of the assessment and, if needed, direction will be given to strengthen employment/ministry performance. This assessment may be used by the Staff-Parish Relations Team when considering salary adjustments. Compensations are approved by the Leadership Council after considerations from the SPRT and Finance Teams. The Executive Director position is full-time (minimum of 40 hours/week), exempt from FLSA.