

Executive Director Job Description

- I. Position Title: Executive Director, Full Time
- II. Reporting Relationship: Reports directly to the Senior Pastor
- III. Position Summary: The Executive Director will be a creative person who uses seeker sensitive models and will contribute a shared focus and passion with the Sr. Pastor to seize opportunities to save the unsaved. As a pastoral leader they will:
 1. Take over the primary responsibility of the day-to-day operational leadership of the church.
 2. Free the Senior Pastor to devote more time to preaching, teaching, radio ministry, spiritual mentoring of the staff and lay leaders of the church.
- IV. Major Duties and Responsibilities:
 - A. Management: (25% of time)

Operational leadership of the staff and ministry areas. Responsible for:

 1. Implementing and completing the day to day mission and vision of the church.
 2. Assist Staff in establishing and ensuring the accountability of the pastors, ministry directors and the staff of the church in completing the ministry plans of each ministry area.
 3. Supporting each ministry and commission in the development, establishment, and fulfillment of individual goals and ministry plans.
 4. Coordinating and conducting all personnel functions (such as hiring, terminations, benefits, etc.) with the Session and the Personnel Committee for program, ordained and lay staff.
 - B. Vision and Strategic Planning: (10% of time)
 1. Assist the Staff in creating the goals and work plans necessary to accomplish the broad ministry vision and strategies established by the Senior Pastor.
 2. Effectively communicate and reinforce the vision, strategies, and goals of the church to the Staff to ensure a collective understand.
 - C. Teaching and Preaching: (10% of time)
 1. Weekly teaching in his ministry areas, and preaching – if that is one of his gifts - - as requested by Sr. Pastor.

D. Leadership in Men's Ministry: (20% of time)

1. Plan and implement strategy that will reach our goal of 500 men in small group bible study, including writing the studies as necessary.
2. Recruitment and nurture of group leaders.
3. Contact work with men at their place of employment, developing friendships.
4. Leadership of the annual men's retreat and development of other events and experiences that evangelize and disciple men in life with Jesus.

D. Conversion and incorporation of seekers into the Friendship of FPC (15% of time)

1. Create and provide leadership for seeker events that bring people to Jesus.
 - A. Leadership of Alpha
 - B. Other events/seminars on apologetics and other topics.
2. Leadership of the pastor's welcome class after worship
3. Leadership of the New Member's class and processes that incorporate new people into the service and friendship circles of FPC.

E. Assist the Pastor in other special projects as may be requested. (10% of time)

This may include such things as assisting in the Stewardship Campaigns or bringing in nationally recognized speakers such as Chuck Colson to create a public forum for the issues of the day.

E. Financial and Budget: (10% of time)

1. All budgeting, financial, administration, accounting and personnel functions will report to and be the responsibility of the Executive Pastor.