**Position Title: Executive Director**

**FLSA Status: Exempt, Full Time**

**Supervisory: Yes**

**Reports to: Lead Pastor**

**Summary Description**

The Executive Pastor/Director is responsible for executing the Lead Pastor’s strategic vision of the church by directing the overall programmatic and operational aspects of the church, ensuring that focus areas of church (Worship, Serve, Grow, Share, and Give) are fully integrated across all ministries, staffing needs are addressed and managed accordingly, and that the administrative operations (finance, administration, facilities, human resources, technology and communication) of the church are run effectively and support programs. This position should be filled by a person with the appropriate managerial and executive experience to manage a large church and its office functions.

**Duties**

Following the strategic guidance of the Lead Pastor, directs and manages a group of front-line managers who are responsible for the focus areas of the church (Worship, Serve, Grow, Share, and Give) and ensures that program areas are properly planned and fully integrated across all ministries, that staffing needs are addressed and managed accordingly, and that the administrative operations (finance, administration, facilities, human resources, technology and communication) of the church are run effectively and support programs.

Following the strategic guidance of the Lead Pastor, directs the programs of all ministry areas (adult, youth and children) to ensure focus areas of Floris UMC (Worship, Serve, Grow, Share, and Give) are fully integrated, properly planned. Also ensures that programs are fully coordinated across ministries to ensure that the ministry areas meet the annual goals and objectives outlined in the strategic plan.

Removes the Lead Pastor from the administrative burdens associated with working with the business operations of the church, to include finance, administration, facilities, human resources, and technology and communication productions. Establishes business processes and ensures they are followed accordingly. Identifies problem areas and recommends operational policies and practices to the appropriate board to ensure risk mitigation and legal compliance; oversees implementation once approved.

Oversees all budget areas for all programs or ministries of the church. Works with the Finance Committee to ensure that financial models are in place and adequately reflect the church’s financial position as it relates to giving and spending.

Develops strategic staffing plans and working with SPRC, oversees positions descriptions, compensation, and performance objectives for Floris UMC staff, and ensures that managers evaluate performance on a regular and recurring basis. Works with managers to handle disciplinary actions and takes appropriate action to remove employees from the workplace.

Serves as second in command, and, in the absence of the Lead Pastor, manages all aspects of the church. As such, attends all Church Council, Staff Parish Relations, Trustees and Finance Committee meetings with the Lead Pastor in order to ensure that when dealing with internal affairs and making day to day management decisions that they are in-line with the Lead Pastor’s overall vision and direction.

All responsibilities are carried out under the direction and supervision of the Lead Pastor; and are in accordance with the direction of the Staff Parish Relations Committee (SPRC), as outlined by the United Methodist Discipline.

**Qualifications**

Minimum of 8 – 10 years of experience managing programs/projects, preferably in a non-profit organization.

Minimum of 8-10 years managing a staff of full-time and part-time employees, as well as volunteers and students, in a non-profit or volunteer organization. Experience managing managers/directors is highly desirable. Experience related to recruiting, staffing, compensation, performance management, and career development is required.

A minimum of 8-10 years of demonstrated leadership experience that includes knowledge of strategic planning and execution, and administrative function oversight, including finance, administration, facilities, human resources, information technology and communication. Ability to oversee multiple administrative functions, set performance goals and objectives, and implement process improvements.

Strong business management experience with administrative operations (finance, administration, facilities, human resources, technology and communication) with the ability to oversee multiple administrative functions, set performance goals and objectives, and implement process improvements.

For ordained minister, Theological master’s degree required. Have or be willing to obtain credentials in the United Methodist Church.