

# Executive Director

Full Time (40 hrs/week)



## Role Overview

The Executive Director works with the Lead Pastor and the Senior Leadership Team (SLT) to provide overall care and oversight of the Business Operations at Christ The Rock (including Human Resources, Finances, Campus Development and Communications). The Executive Director works with all teams to develop strategies and implementation practices to support the direction of the Elders and SLT.

## Qualifications

- Proven leadership ability
- Able to delegate and give clear direction
- Knowledge and understanding of Business Administration (degree preferred, Church Administration experience desired)
- Passionate about CTR's Mission and Vision and reflects CTR's Values
- Proven experience in supporting and developing people and processes
- Excellent verbal and written communication skills
- Proficient in conflict resolution
- Successful experience with contracts and negotiations
- Mature Believer and Disciple Maker; knows and follows Jesus, is being changed by Jesus and is committed to the mission of Jesus
- Competent in Microsoft programs

## The ED/XP is responsible for:

### 1. Strategic Leadership and Planning

- Facilitates SLT meetings - setting agendas in collaboration with LP
- Serves as a staff and administrative liaison to the Elder Team
- Oversees and monitors the pulse of the Body through research and evaluation
- Along with the SLT, ensures staffing, facilities and programs are appropriately and effectively aligned to best meet the church's goals
- Communicates strategies and needed information to staff, leaders and church body
- Plans and coordinates staff to execute the church's mission and vision, as well as the defining strategic goals and action plans

### 2. Financial/Campus Oversight

- Oversees and provides direction to the finance teams of the church while monitoring policies and financial practices to ensure finances are handled with the highest degree of efficiency and accountability
- Creates annual budgets in partnership with the Finance Director for the SLT and Elders
- Recommends the annual budget for staff wages and benefits to the SLT in coordination with the Salary Team and HR Coordinator
- Works with the Town and Municipalities regarding CTR's property (taxes, zoning, easements, etc.)
- Oversees Insurance coverage with input from Finance Director
- Serves as the solvency advocate (making sure we maintain and grow reserves to protect the financial security of the church)

- Translates financial information into understandable and useful communication for the Elders, SLT, Ministry Teams and Body
- Updates and casts vision to the Body about how to achieve ministry and budget goals (along with the LP) and ensures that the church is informed on giving levels, gaps, and surpluses
- Leads contract negotiations and decision making with input from the Finance Director
- Primary contact for legal issues facing the church
- Leads in development and management of Capital Campaigns
- Oversees campus development to ensure future improvements and expansions are consistent with the vision, mission, and values of the church. Providing oversight to property purchases, leases design and construction of existing and future facilities.
- Ensures that the church's technology infrastructure is efficient and effective to allow for continued ministry growth and innovation

### **3. Staff Resourcing and Development**

- Coordinates and leads Staff Meetings in collaboration with the Lead Pastor and staff pastor designated to care and encourage the staff while clarifying the church's goals and objectives
- Initiates and participates in conversations related to benefits and compensation with Salary Team (provides background and opinions but is a non-voting member)
- Works with SLT and HR in executing staff hiring/firing processes
- Speaks into staff conflict resolution, compensation, and benefits consistent with their heart and knowledge of the staff
- Spends time in personal development and stays on the cutting edge of resources and best practices related to finances and business operations

### **4. Communications**

- Establishes communication strategies in coordination with the Communications Director (CD) and SLT
- Sets direction for CTR's website and social media platforms with the CD and IT
- Oversees communication guidelines by monitoring print and web content to make sure messaging stays focused and consistent with CTR's vision, mission, and values

**Availability:** 40 hours per week. Flexible scheduling based on the needs of the church. Office hours to be determined in conjunction with Team Leader.

**Required Meetings:** Staff Meetings & Training, SLT meetings, coaching and regular meetings with LP

**Reports and is accountable to:** The Lead Pastor with access to the Elder President or designee

Updated 3/16/21

#### **Application Instructions:**

Visit our website to complete the on-line application [www.christtherock.org](http://www.christtherock.org)  
or contact Jennifer Schmalz at [jschmalz@christtherock.org](mailto:jschmalz@christtherock.org)