

Job Description: Executive Director

Grace Toronto Church

Overview: Grace Toronto is looking for an Executive Director (ED) to lead its church staff in executing the overall vision (purpose, core convictions, objectives, strategic initiatives) of the Senior Pastor and Board of Elders. The ED will oversee the ministries and day-to-day affairs of Grace Toronto for maximum efficiency. To do this, the ED will have three different roles/functions: **Mission Execution, Strategic Oversight, and New Strategy Catalyst** as outlined below:

1) Mission Execution

The ED will focus on executing of the vision and mission of the SP/ Session of Grace Toronto Church so that all ministries are aligned and integrated.

James 2:14-26

- **Reporting & Visibility.** Provide visibility into every ministry to ensure that our vision (purpose, convictions and objectives) is being fulfilled. Perform an annual “church audits” to ensure we are following the vision and mission appropriately
- **Financial Responsibility.** Champion the budgeting process for Grace Toronto, interfacing with the staff and Treasurer to produce and present budgets to achieve Session-instituted objectives, and to manage budgets with staff over various ministries, ensuring GT staff and ministries stay within budgetary guidelines.
- **Operational Efficiency.** Ensure each ministry is achieving its full purpose and is integrated into the overall mission of the church.
- **Process driven.** Advise, assist and support the development of the long-range vision process with a special “eye” to its execution and implementation.
- **Human Resources.** Create and execute/manage HR systems for the staff of Grace Toronto, so that all staff are properly incorporated into relevant, fair, clear, appropriate HR policies and procedures, with clear job descriptions, evaluations, compensation and vacation notification, etc.

Competencies for This Function: A successful candidate will have demonstrated experience in execution and delivery of complex systems with multiple inputs resulting in clearly defined goals.

• **Note:** while the ED will be expected to play an ‘overseeing’ role with respect to many of the staff, their role will be more analogous to an HR director for the church, and less analogous to the role of a shepherd/Teaching or Ruling Elder. They will be expected to oversee staff primarily on professional, job-related issues, and shall feel free to delegate personal shepherding and spiritual care issues to the Session.

2) Strategic Oversight:

The ED will focus on developing, exhorting and leading staff in their ministry assignments as “Chief of Staff”, representing the SP when he is not present, guiding and directing the overall staff community to meet the needs of the church.

1 Peter 5:1-4

Within this general description are several functions the ED will be expected to perform:

- **Team Building.** Develop and refine the staff organizational structure in order to optimize decision-making, communication and team building. Hire and release staff as necessary to build a dynamic ministry team for Grace Toronto.
- **Liaise between Staff and Senior Pastor/Session:**
 - Meet regularly with the SP to provide progress summaries for the ongoing accomplishment of Grace Toronto goals and plans. Enable the SP to pursue his vision casting and communicating responsibilities.
 - Facilitate solid communication between the staff and the session, and between staff and congregation as needed.
- **Strategic/Effectiveness Coach**
 - **Coach:** Mentor staff through one-on-one meetings that combine professional, ministry and some personal support/accountability, with special emphasis upon professional needs and issues. Equip staff with good organizational tools including goal setting and coaching
 - **Evaluation:** Implement staff performance evaluation process each year. Provide informal reviews regularly.
 - **Development Catalyst:** Help staff develop personal ministry “dreams” that foster career renewal consistent with our vision.
- **Training Function.** The ED will be expected to Maximize the staff’s ability to lead ministry. Define, develop and coordinate pastoral skills/ leadership training opportunities for staff, combining of both external and in-house resources for staff professional development.
- **Coordination.** Lead staff meetings and seek to instill a high level of focus and motivation in church employees.

Mediation.

- Handle staff problems and conflicts as necessary

3) Catalyst:

The ED will, in conjunction and coordinated with the SP and Associate Pastor, counsel and challenge all staff ministries (and some non-staff as assigned) to strategically plan initiatives in ways that move the overall vision forward.

Proverbs 16:1-3

- **Strategist.** Mobilize staff-wide strategic ministry planning to reflect the high level priorities of the church in their respective areas of ministry. ED will review and approve each plan, holding staff accountable for their execution throughout the year.
- **Continuous Improvement and optimizing:** Constantly looks for ways to improve and enhance existing ministries.
 - Identify ministry initiatives or areas not aligned with the purpose, convictions, objectives of Grace Toronto and recommend actions for change or dissolution.

- **Communication.** Seek out ways to network ministries to enhance communication and effectiveness; manage staff and volunteers to manage an effective communication platform, including overseeing the online presence of GT;
- **Manage Special Projects.** Identify, create and delegate special projects aimed at specific problems or opportunities to staff, empowered volunteers or paid consultants as needed.
- **Help Organize the Grace Toronto/Network Church Planting Centre/Internship Program.** Advance the vision for planting churches through supporting, training and equipping church plant pastors and actively involved in the Church Planting Centre.

Resume Expectations: What We are looking for...

- **Education:** a Bachelors degree; Masters degree is a bonus. Open to continuing education in some areas of theology and professional development in areas of particular expertise for an ED as well
- **Experience** ~ strong and proven background in (1) organization, systems building and management (2) Good analytical skills (3) People management . **Note:** pulpit/teaching experience is NOT expected or needed
- **Character** ~ proven integrity, servant leader, possess character traits found in 1 Timothy 3:1-6.
- **Accountability** ~ to the SP. Submits a personal and ministry development plan yearly and is evaluated annually in writing by the SP.
- **Organizational acumen** – ability to manage organizational complexity and create effective organizational structure to bring definition, clarity and focus to a large and diverse team of vocational staff and volunteers.
- **General Working Characteristics:**
 - Candidate is a seasoned leader and has demonstrated the ability to handle pace, complexity and volume.
 - A self-starter with a high bias to action, the incumbent has led several high-performance teams and is expert at handling team dynamics and motivating and equipping others to new standards of excellence.
 - Candidate has observable leadership skills and demonstrates a high level of intellectual capacity and emotional intelligence.
 - Candidate has the ability to think both strategically (big picture) and tactically (how to get things done).
 - Excellent interpersonal Communicator – actively listens, checks understanding, and uses language and tone appropriate for the audience; expresses ideas clearly and logically; builds rapport; manages the emotions of self and others.
 - Energetic – brings a high level of energy and enthusiasm to their work and is persistent in the pursuit of objectives.

- Builds leaders – the candidate has demonstrated a proven ability to mentor and develop leaders.
- Builds teams – candidate is passionate about building high-performing teams and has the ability to assess, manage, attract and retain talent.