

# **Severna Park Evangelical Presbyterian Church**

## **Executive Director Position Description**

### **Overview:**

The Executive Director is a ministry driven, process minded, and relational leader who will assist the Senior Pastor as an organizational leader—supporting and supervising the church's non-ordained staff and ministry leaders in a way that allows them to be successful in fulfilling the Session's strategy and the Senior Pastor's vision. The Executive Director serves as the church's primary administrator, responsible for leading and overseeing the church's day to day support operations of the church's ministries, as well as managing the church's business affairs.

### **Qualifications:**

- Must be willing to become a member of SPEP Church, willing to embrace and abide by all PCA and SPEP Church policies.
- Bachelor's degree in Business, Technology or other related field.
- An individual of strong character, sound judgement, and integrity that is personable, self-aware (high EQ), and works well in teams.
- 5-10 years as a senior leader/manager in a church, ministry, or corporate business environment is preferred.
- Must pass a criminal background check.

### **Skills:**

- Working knowledge of Human Resource (HR) functions to include payroll, benefits, pensions and healthcare.
- Experience leading ministry staff, setting goals, coaching for personal development, and creating an environment that is conducive for success.
- Proficiency in technology/computer systems. Software used including, but not limited to Microsoft Office and QuickBooks.
- Excellent verbal and written communication skills in multiple media.
- Working knowledge of building management and maintenance practices and procedures
- Excellent administrative and leadership skills, including Problem-solving.
- Proven track record as an effective, engaging and charismatic leader, motivator and collaborator.

### **Areas of Focus:**

#### **Administration:**

- Work closely with the Session (Elders) and Diaconate to develop, administer and implement church policies and procedures.
- Work to ensure that the administrative functions of the church are managed properly so that the Session strategy is able to be effectively implemented, allowing the Sr. Pastor and pastoral staff to focus on shepherding, discipleship and the ministries of the church.

- Maintain a current general knowledge of pertinent federal, state and local regulations and laws dealing with non-profit organizations and religious institutions.
- Serve as the church's point of contact for all legal and business matters.
- Serve as the church's authorized contracting officer for all non-facilities related matters.

**Communication:**

- The Executive Director will be an intentional and natural hub of communication—attending Session Meetings, Deacon Meetings, Ministry Director Meetings, and Leading Staff Meetings (working committee meetings at their discretion).
- Responsible for organizing and initiating processes that encourage and promote effective communications between Session, Diaconate, Staff, Ministries and the conduit to the Congregation.
- The Executive Director will also be vigilant to communicate Session strategy/direction where appropriate.

**Human Resource Management:**

- Responsible for the oversight of all of the church's HR functions.
- Support the professional and spiritual growth of the staff, by partnering with them to develop goals, review progress and offer constructive ways that responsibilities can be successfully completed and goals accomplished.
- Responsible for reviewing all job descriptions of non-ordained staff to ensure clear and reasonable expectations are communicated to each staff member.
- Lead weekly Staff Meetings to promote shared understanding of ministry vision and goals, as well as clear planning, communication, and coordination.

**Facilities:**

- Utilize knowledge of facilities management and coordinate with the Maintenance Supervisor to ensure that the decisions and resources allocated by the Diaconate for the care of the facilities and grounds of the church are carried out within budget and on time.

**Finance:**

- Work collaboratively with the Church Treasurer, Book-Keeper, Finance Committee and Ministry Leaders in developing the annual budget that is to be reviewed and approved by the Session.
- Work with the Book-Keeper and Treasurer to ensure that regular financial statements (monthly) are made available to the Session and Diaconate for their review.
- Review and approve expenses, ensuring that the bookkeeper is keeping accurate financial records and that the church and staff are in line with its budgetary goals... adjusting for fluctuations in giving and needs. Qualified to serve as the back-up for the church's bookkeeper in their absence.
- Be the primary reviewer and signer of all checks issued by the bookkeeper to ensure accountability and compliance with applicable policies and/or regulations.

**Operations:**

- Work directly with the Session Executive Committee, Deacons, and Pastors to implement the strategic plans of the church.
- Serve as an adjunct member of all committees dealing with long/short term planning. Responsible for coordinating all ministry support initiatives.

**Direct Reports:**

- Office Administrative Staff
- Worship Director
- Children's Ministry Director
- Director for Youth Ministry
- Maintenance Supervisor

**Work Schedule:** Full-time. Compensation: \$70,000.00 - \$90,000.00 with benefits.

**Reporting:** Reports to the Session Executive Committee and works closely with the Pastoral staff and Deacons to insure that the ministry of the church is carried out efficiently and effectively.