

# LAKE GROVE PRESBYTERIAN CHURCH JOB DESCRIPTION

**TITLE:** Executive Director of Ministry

**CLASSIFICATION:** Full time, exempt

**PURPOSE:** The Executive Director of Ministry (EDM) reports to and works closely with the Pastor/Head of Staff and is the “Chief Operating Officer” of the church. As an integral part of the church leadership team, the EDM is responsible for assisting the pastoral, program, administrative, and support staffs in implementing the mission of Lake Grove Presbyterian Church (LGPC) as approved by the Session. The EDM manages the overall day-to-day operations of the church and provides direction and leadership for strategic planning efforts, including the formation, alignment and implementation of agreed upon plans.

## **RESPONSIBILITIES:**

- In conjunction with the Pastor/Head of Staff, Trustees and Session, provide input on the development and maintenance of the church’s mission and strategic plan.
- Manage and provide oversight of church financial matters, including overall budget responsibility, financial analysis and reporting. Work with the corporate Treasurer and the Finance Committee to develop and maintain financial policies and controls.
- With the assistance from the Trustees, the EDM is responsible for the annual stewardship program.
- Responsible, with the Pastor/Head of Staff, and the Personnel Committee for human resource activities and policies including staffing, performance management, compensation, benefits administration, training, compliance and organizational structure.
- Direct supervisory responsibility for church accounting staff and any related support staff.
- Direct supervisor responsibility for the Director of Communications who is responsible for congregational communications.
- Direct supervisor responsibility for the Facilities Manager who is responsible for the safety and security of the buildings and grounds
- Indirect management of custodial staff managed and IT contract resourOperations management, including safety and risk management, facilities and equipment maintenance and repair, system functionality and information technology.
- Provide crisis management support for the church including assembling and leading a crisis response team as needed.
- Other duties as assigned.

**EDUCATION & PROFESSIONAL QUALIFICATIONS:**

- A mature individual with significant experience managing complex and changing organizational situations.
- Demonstrated experience in finance and budget management, strategic planning, human resource management, accounting, contract law, applicable business law, and fundraising.
- A proven track record working with people to produce desired results.
- A demonstrated mature and growing faith in Jesus Christ and a calling to this ministry at Lake Grove Presbyterian Church.
- Demonstrated experience (voluntary and/or professional) in Christian ministries in a church environment.
- Excellent interpersonal skills, a consummate listener with a strong relationship building mindset.
- A commitment to mission and to deepening local, national, and international mission partnerships of the church.
- Demonstrated leadership skills, sensitivity, and experience in developing strategic plans.
- Strong reasoning, communication and presentation skills in diverse speaking settings.
- Moderate to advanced computer skills (Microsoft Suite and Adobe Acrobat) to facilitate financial analysis, metric development, and decision making.
- Good writing skills and some organizational design experience helpful.

**PHYSICAL REQUIRMENTS:**

The conditions listed are representative of those that must be met by a team member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Environment: Standard office setting.
- Physical: Sufficient physical ability to work in an office setting and operate office equipment. Team members will be able to sit for extended periods of time. Team members will continuously be performing hand and wrist work including grasping. Team member may periodically be asked to lift items up to 25 pounds.
- Vision: See in the normal visual range with or without correction, vision sufficient to read computer screens and printed documents.
- Hearing: Hear in the normal audio range with or without correction.

**ACCOUNTABILITY:** The EDM is accountable and reports directly to the Head of Staff.