

Central Church of Christ
2001 East Main Street
Streator, IL 61364
815 673 1581

Job Description

Position title: Executive Minister
Position type: Administration
Reports to: Central Church of Christ Eldership
Date created: April 20, 2008
Employee: Ronald A. Good
Date filled: March 14, 2011
Date updated: February 21, 2011

Goal:

- The goal of the Executive Minister is to help enable the Senior Minister to fulfill his role as preacher, pastor and vision caster and to provide the day-to-day leadership, management, strategic planning and decision making for Central Church of Christ with and as the primary representative of the Senior Minister.

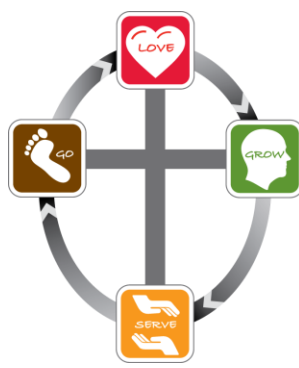
Purpose:

The Executive Minister will work in partnership with other ministerial staff to create an environment and ministry that fulfills the mission of Central Church of Christ, which specifically is to lead everyone to make and maintain four Commitments:

1. **LOVE – God and people. Mark 12:28-31**
2. **GROW – Spiritually- bearing fruit. Colossians 1:10, 2 Peter 1:5-8**
3. **SERVE – God and people. 1 Peter 4:10, Ephesians 4:11-13**
4. **GO – Make disciples. Matthew 28:18-20, Mark 16:15**

The Central Church of Christ Executive Minister shall

- Partner with the Senior Minister to carry out the mission, goals, objectives, policies, and vision set forth by the Elders
- Lead and coordinate a major portion of church ministry activities relating to staff, facilities, and general finances
- Lead ministries, teams and projects as assigned by the Elders
- Develop and work directly with the Church personnel team
 - To evaluate the ministerial and support staff needs of the church
 - Continually review salary and benefit structures
 - Implement, review and update HR policies and procedure manual
- Develop and work directly with the Church finance team
 - to lead in the formulation and execution of the annual church budget
 - to establish the budgetary guidelines for each specific ministry
- Serve as liaison between the elders and the ministerial staff



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Accountability:

The Elders will have oversight of both the Senior Minister and the Executive Minister. The Senior Minister and the Executive Minister will partner in executing the mission, core values, goals and objectives, and policies set forth by the Elders.

The Elders, Senior Minister and Executive Minister will

- Cast the vision
- Set the goals, activities and ministry philosophy

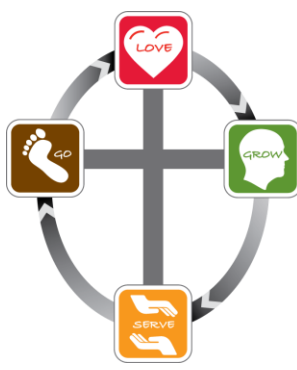
The Elders will

- Oversee the Executive Minister
- Conduct an annual performance review for the Executive Minister with input from the Senior Minister

Authority:

The Executive Minister will

- Guide assigned employees and key volunteers toward excellence in their roles
- Supervise and evaluate assigned members of the staff, including all Support Staff and assigned Ministerial Staff
- Facilitate the hiring/termination process for Ministerial and Support Staff
- Reflect a commitment to Central Church of Christ's mission and purpose
- Implement the philosophy and policies established by the Elders
- Fulfill the Key Responsibilities of the position description for the Executive Minister
 - Partner with the Senior Minister on Operations and Ministry effectiveness
 - Administration of Human Resources Department
 - Supervision of assigned Ministry and Support Staff
 - Oversight of church finances and financial procedures
 - Oversight of Church's property and facilities
 - Oversight of Information Technology



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Key Responsibilities:

1. Collaboration with Senior Minister on Operations and Ministry effectiveness

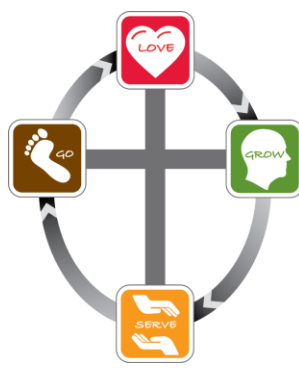
- Supervising the Office Personnel through goal setting and performance reviews
- Sets goals with and reviews evaluations with the Sr. Minister.
- Evaluating and improving structure, policies and procedures in assigned areas
- Overseeing office operations, communications, equipment and data
- Consulting with Senior Minister on leadership and management matters
- Monitoring and managing personnel development, including concerns and conflict
- Periodic review and revision of Church manuals, policies, and procedures

2. Administration of Human Resources Department

- Overseeing policies and practices for Human Resources matters
- Ensuring adherence to scriptural, legal and ethical employment standards
- Administering staff benefits and recommending improvements to the Elders
- Communicating employment expectations and benefits to all employees
- Tracking staff vacation, sick days and other forms of paid and unpaid leave
- Periodic review of job descriptions and duties to insure they are correct, complete and current.

3. Supervision of assigned Ministry and Support Staff

- Modeling and promoting spiritual maturity and dependence on God
- Modeling and promoting excellence and positive morale
- Encouraging personal and professional growth among all staff
- Ensuring that assigned staff establish specific, measurable, attainable goals
- Providing ongoing feedback and coaching to assigned staff and key volunteers
- Conducting regular performance reviews
- Chair regular staff meetings



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4. Oversight of church finances and financial procedures

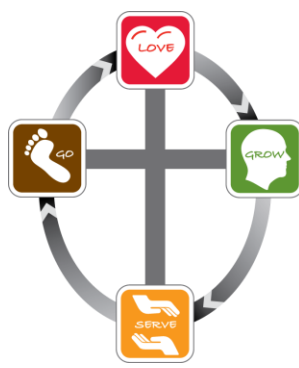
- Supervising the Financial Secretary through goal setting and performance reviews
- Providing oversight and quality control of the daily financial responsibilities
- Evaluating and recommending improvements to the Finance Team
- Ensuring excellent and secure financial procedures and records
- Evaluating and enforcing CCC's offering receipts, counting and deposit procedures
- Overseeing purchase and spending procedures, while monitoring related budgets
- Reviewing monthly reports and communicating positive/negative trends to Elders
- Representing Staff needs/concerns in annual budget process
- Oversee the day to day financial operation of the church

5. Oversight of Church Property and Facilities

- Work directly with the physical properties team in establishing the improvement and maintenance cycles for the facilities
- Ensuring accessibility and ease-of-use for guests and members
- Overseeing the security of church property and those using it
- Leading the Capital Improvements/Facilities Development Team
- Recommending appropriate insurance and risk management solutions
- Enforcing facility use policies

6. Oversight of Church Information Technology

- Work with the Webmaster to insure that the web site is relevant and current
- Work with the Technical Support staff to review the common technology/business practices and to insure the best practices and a common approach for the installed technology
- Develop needed Staff and volunteers for IT management and support
- Develop/update a Technology plan to include future direction plans as well as consideration for business continuity
- Oversight of the periodic review of the multi-media technology used in the presentation of the Worship ministry



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General Expectations:

- Spends time in prayer on a daily basis
- Spends time in daily study of God's Word
- Will conduct funerals, weddings as needed on a back up basis
- Stays current with ministry trends
- Attends regular worship services
- Is available before and after services as other duties allow
- Maintains flexible working hours as determined by the needs of the ministry
- Demonstrates a positive, energetic influence throughout the church
- Proactively responds to inquiries and concerns

Necessary Attributes:

- Commitment to the authority of scripture
- A growing relationship with Christ
- Passion for effective outreach and discipleship
- Strategic thinker who sees the big picture while improving specific parts of it
- Relates to people with integrity and genuine concern
- Individual and small group communication skills
- Strong analytical and organizational abilities
- Humble confidence
- Flexibility and a teachable spirit
- Loyalty
- Confidentiality with sensitive information

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks. Other similar or additional duties are to be performed as assigned.

I hereby acknowledge receipt of this role description and further acknowledge that I have read and understand them.

Employee Signature _____ Date _____