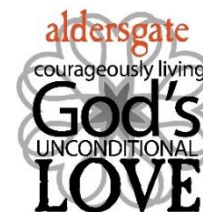


Aldersgate United Methodist Church
Church Executive Director



Reports to: Lead Pastor

Ministry Description: The Church Executive Director is responsible for executing the strategic vision of Aldersgate UMC by directing and coordinating the day-to-day operational aspects of the church thereby ensuring that focus areas of church (Engage, Equip, Connect, Send) are fully integrated across all ministries, that staffing needs are addressed and managed accordingly, and that the administrative operations (finance, administration, facilities, human resources, technology and communication) of the church are run effectively and support programs. This position should be filled by a person with the appropriate managerial and executive experience to manage a large church and its office functions.

Qualifications and skills:

- Person of faith
- At least ten years of administrative experience, managing programs and staff
- Strong business management experience with administrative operations
- Computer skills (MS Office applications, ACS/Realm systems)
- Excellent interpersonal, organizational and team building skills
- Able to work with a variety of personalities on a daily basis
- A self-starter requiring minimal supervision

Schedule: 40 hours per week; Core days M-F, may vary as needed

Annual Salary: Starting at \$75,000 based on experience and qualifications

Ministry responsibilities:

- Support the Lead Pastor and Associate Pastor to relieve them of administrative and tactical management duties and responsibilities.
- Serve as a member of Leadership and Executive Staff Teams, coordinating activities of the ministries' leadership to create a unified approach to mission and strategic vision fulfillment;
- Coordinate operational aspects of the church, manage and oversee administrative and facilities staff, execute daily operations and assist congregational leadership groups;
- Participate in Ministry meetings as necessary to insure coordination of administrative, facility, budget planning and stewardship.
- Manage all aspects of church fiscal management of the church in coordination with the Pastors and Leadership Team; supervise finance support staff
- Coordinate and support key HR functions, including onboarding of incoming personnel, retirement plans, health plans, flexible spending accounts, etc.
- Support Leadership Team acting in communications matter such as recording minutes and keeping congregation and staff informed about work of the LT and strategic initiatives
 - Ensure compliance with applicable laws and internal policies, recommend changes as needed
 - Supervise and support Facilities manager; Identify potential liability as it pertains to operations and facilities
- Provide coordination and assistance to pastors and families for special services