

Christ the King Church Position Description

Position: Executive Director/Pastor of Operations

Reports to: Lead Pastor

Position Summary:

Christ the King Church seeks to connect all people to the life-giving message of Jesus as we experience God, find freedom, discover purpose, and make a difference in our world. This position would promote every aspect of this mission including overseeing the administration, programs, management of staff, and strategic plan of the church. Other key duties could include teaching, assisting with fundraising, marketing, and community outreach.

Desired Experience, Skills and Attributes:

- Strong, demonstrated personal faith in Jesus Christ
- 4 year degree from an accredited university or equivalent work experience
- Transparent and high integrity leadership
- Five or more years senior management experience, preferably non-profit
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, day to day and long term staff leadership, delegating, program development and task facilitation
- Ability to convey the vision of Christ the King's strategic future to staff, council, volunteers and donors
- Knowledge of fundraising strategies and donor relations unique to the nonprofit sector
- Skills to collaborate with and motivate council members, staff and volunteers
- Strong written and oral communication skills
- Ability to interface and engage diverse volunteer and donor groups
- Demonstrated ability to oversee and collaborate with staff
- Strong public speaking ability
- Excellent skills at multi-tasking, able to work on multiple disciplines at one time
- Demonstrates efficient time management and ability to prioritize work load
- Exceptional interpersonal and communication skills (written and spoken)
- Experience in problem solving
- Ability to work with minimal supervision
- Excellent organizational skills
- Intermediate to advanced level in Excel, Word and Outlook
- Experience in accounting or bookkeeping functions (fund accounting/ accounting degree helpful)
- Ability to handle confidential information with integrity
- Willingness to work after hours and weekends
- Must be able to work in a schedule-driven environment
- Exceptional work ethic and commitment to excellence
- Positive, stable attitude

- Authentic role model for staff
- Experienced in missions, possessing an understanding of global missions

Essential Functions and Responsibilities (Job Description)

Council Governance: Works with Council in order to fulfill the organization's mission

- Responsible for leading Christ the King in a manner that supports and guides the organization's mission as defined by the Congregation Council and Lead Pastor
- Responsible for communicating effectively with the Council and providing the timely and accurate information necessary for the Council to function properly and make informed decisions
- Report to and work closely with the Congregation Council to seek their involvement in policy decisions, fundraising and increase the overall visibility of the church throughout the city

Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization

- Responsible for the fiscal integrity of Christ the King, including submission to the Council of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization
- Responsible for fiscal management that generally anticipates operating within the approved budget, recruits and directs finance team and activities, ensures maximum resource utilization, and maintenance of the organization in a positive financial position
- Assists teams with fundraising direction and developing other resources necessary to support Christ the King's mission

Organization Mission and Strategy: Works with Council, Lead Pastor and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach

- Oversee implementation of Christ the King's programs that carry out the organization's mission
- Responsible for strategic planning to ensure that Christ the King can successfully fulfill its mission into the future
- Responsible for the enhancement of Christ the King's image by being active and visible in the community and working closely with other professional, civic and private organizations

Organization Operations: Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate, efficient and effective

- Oversee administration of Christ the King Church operations - establish employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit including property management

- Responsible for the hiring, management and retention of a competent, qualified team
- Plan and implement effective staff meetings for planning, awareness and team operations of CtK ministries
- Coaching, guiding and managing the specific team leaders under direct supervision
- Responsible for reviewing, approving and signing all notes, agreements, contract and other instruments made and entered into and on behalf of the organization

Additional Job Responsibilities:

- Serve secondarily to the Lead Pastor as Christ the King's spokesperson to the organization's constituents, the media and the general public
- Establish and maintain relationships with various organizations throughout the city and utilizing those relationships to strategically enhance Christ the King's Mission
- Support marketing and other communications efforts
- Other duties as assigned by the Lead Pastor or Congregation Council

Attributes and Core Values:

- Love for God; Growing personal relationship with Christ, spouse and children
- Love for People; Relational, Influential, and can work with a team
- Christ-like, servant attitude; Fun and Enjoyable
- Devoted to the call of God and the vision and values of Christ the King; Loyal
- Work Ethic: excellent, productive, frugal

General Expectations:

- Personal spiritual development through daily Bible reading, prayer, reflection, tithing, and accountability with a community group
- Actively train leaders and develop a pipeline for leadership development
- Develop key fractal leaders and coach them to succeed.
- Constantly represent and raise up the Vision and Mission of Christ the King
- Empower Christ the King people to grow in their support of the mission both financially and in talent and service
- Always strive toward personal excellence in training and carrying out the mission including writing, communicating, speaking, responding, completing tasks
- Carry a positive attitude without gossiping and complaining as well as shifting the mindset of those who do. Seek information from the one who knows.
- Grow professionally as a leader and in areas of ministry responsibility
- Show up on time. Be prepared. Follow through. Set the example of serving, i.e., park at rear of lot, pick up trash, take care of the house.
- Show personal integrity in your family, your activities, your giving, your speech, and your conduct
- Solve problems; Find solutions
- Team first; Mission first
- Celebrate wins; Learn from failures

- Be personally accountable; Take responsibility; No blame shifting
- Be a learner; Ask questions; Be thorough; Don't assume
- Listen well! Help others be better! Ask "what is missing?"
- No silos. We all win! Help other team members or other projects be better.
- Self-evaluative/Self reflective

Measures of Success

- Highly motivated, high performing Christ the King staff
- Administration of all Christ the King matters in an ethical, fiscally sound, and excellent manner
- Acknowledgement of Christ the King members, staff and community of excellence in operations

What Success Will Look Like in Three Months

- Staff reorganization completed with each member settled into their new roles
- A gained knowledge of Christ the King's mission, its operation and corresponding challenges
- A developed plan for accomplishing mission and meeting identified challenges
- Effective and efficient staff meetings with clear communication and expectations

What Success Will Look Like in Six Months

- Christ the King staff functioning as a collaborative team achieving success as individuals and collectively
- All policies and position descriptions are up to date and functional to each employee
- Making positive progress in better positioning Christ the King to achieve its mission
- Excellent relationships with Christ the King members, staff and Council

What Success Will Look Like in One Year

- Christ the King on schedule to achieve Act2Thrive goals
- Christ the King staff, programs and overall ministry recognized for outstanding performance
- Consensus that Christ the King is on mission and living its values