

CANADIAN BAPTISTS OF ATLANTIC CANADA Ministry Opening

CHURCH / MINISTRY ORGANIZATION

First Baptist Church, Moncton
157 Queen Street
Moncton, New Brunswick
E1C 1K9

PART TIME NON-PASTORAL POSITION

**Director of Executive
Ministries**

REQUESTED CREDENTIALS

Open to other credentials

AVERAGE SUNDAY ATTENDANCE

200 or above

POSITION DESCRIPTION

CLOSING DATE

Flexible: open for applications until the position is filled

SEND RESUME / CV TO

search@firstmoncton.com

Depending on the qualifications of the successful candidate this could be made a Pastoral Position.



DIRECTOR OF EXECUTIVE MINISTRIES

HOURS:

Part-time (20 hours/week) leadership position.

REPORTS TO:

Senior Pastor

GENERAL SUMMARY OF POSITION:

The Director of Executive Ministries is responsible for the day-to-day operations and administrative functions of the church. This includes overseeing staff, coordinating ministry efforts, managing budgets, and ensuring the church's strategic goals are achieved. The Director of Executive Ministries works alongside the Senior Pastor to implement the church's vision, goals, and mission.

PRIMARY RESPONSIBILITIES:

The Director of Executive Ministries will work closely with the Senior Pastor to fulfill the following responsibilities. Each of these areas will be joint responsibilities with the Senior Pastor. Many of these areas will also have staff as well as volunteer Ministry Teams assigned to them:

1. Leadership and Staff Management:

- Lead, support, and supervise ministry staff and volunteers.
- Work with ministry teams to ensure the smooth functioning of critical areas of church life.
- Assist in recruiting, training, and developing leaders within the church.
- Make recommendations for investment and planning around paid and volunteer leadership.
- Provide coaching and mentorship to staff to help them grow in their roles.
- Ensure that the church staff works in alignment with the church's vision and mission.

2. Operations and Administration:

- Oversee church operations, including facilities management, office administration, and scheduling.

- Develop and implement systems for managing church operations effectively.
- Coordinate and supervise church events, programs, and services to ensure smooth execution.
- Work with the safety and security team to ensure that the church is kept as safe and secure as possible for all members and volunteers.
- Work with the Senior Pastor to manage church calendars, resources, and initiatives.

3. Financial Management:

- Oversee the financial health of the church, including budgeting, accounting, and financial planning.
- Ensure effective stewardship of church resources, including managing donations, expenses, and fundraising efforts.
- Work with the Senior Pastor to create and monitor budgets, ensuring that the church remains financially sustainable.

4. Strategic Planning and Vision:

- Assist the Senior Pastor in developing and implementing the church's vision and strategic goals.
- Evaluate and assess the effectiveness of church programs, ministries, and operations.
- Provide input and counsel on decisions related to church growth, outreach, and new ministry initiatives.

5. Communication and Relationship Building:

- Ensure clear and consistent communication with church staff, leaders, and congregation members.
- Build and maintain relationships with church members, volunteers, and community leaders.
- Help create and implement effective communication strategies for church services, events, and outreach programs.

6. Worship and Ministry Support:

- Provide leadership support for worship services, including overseeing worship teams, volunteers, and ministry leaders, and, if in the skill set, preaching as requested.
- Work with the Senior Pastor to ensure that worship services are aligned with the church's mission and values.
- Oversee ministry areas, providing support/encouragement/direction where needed.

QUALIFICATIONS:

- Strong leadership, organizational, and communication skills.
- Proven experience in church leadership or ministry management.
- Demonstrated ability to manage budgets, resources, and financial planning.
- Strong interpersonal skills and the ability to build relationships with staff, volunteers, and congregation members.
- A heart for ministry and a passion for the church's mission.
- A deep understanding of biblical principles and Christian theology.
- Experience in strategic planning, problem-solving, and crisis management.
- Demonstrated ability to work under pressure and maintain a positive and professional demeanor.
- Experience in leading multi-faceted church operations or ministry areas.
- Ability to speak and lead in large group settings.

KEY SKILLS AND COMPETENCIES:

Leadership, relational skills, administrative skills, team building, self-starting, visionary.

FINANCIAL RESPONSIBILITIES:

Working in a church environment requires working within budget frameworks. The incumbent will work within the approved budget in areas of oversight. This budget monitoring is required to ensure that over expenditures do not occur in the incumbent's areas of responsibility.

SECURITY CLEARANCE:

All staff are required to provide a current security clearance and to have a clear record.

SALARY:

The salary is negotiable based on education and demonstrated skills and experience.

SUPERVISOR'S STATEMENT:

This document accurately describes the duties and responsibilities of the Director of Executive Ministries. Objectives and anticipated results may change as church priorities and program emphases adjust to needs and requirements.

PROBATIONARY PERIOD:

The first six (6) consecutive months of the employee's employment under this agreement are agreed to constitute a period of probation during which time First Baptist shall have the opportunity to assess the suitability of the employee's performance and conduct formal and/or informal reviews. At any time during the probationary period, First Baptist may terminate the employee's employment on the grounds of unsuitability, without providing any working notice or payment in lieu thereof.

This is a 3-year contract position with the possibility for renewal based on agreement of both parties involved.