



CUSTER ROAD

United Methodist Church

JOB DESCRIPTION

EXECUTIVE ADMINISTRATOR

The Executive Administrator at Custer Road United Methodist Church shall be a person of genuine and deepening Christian character willing to grow as a loyal participant and leader of the church program and vision.

PURPOSE: The Executive Administrator is to assist the Senior Minister in the development, implementation, and oversight of CRUMC's vision, mission, and strategic plans. The Executive Administrator will be responsible for translating the vision, mission, and strategic plans of CRUMC into measurable goals and objectives while creating sustainable systems, processes, and an organizational structure that encourages accountability. The Executive Administrator will be responsible for the daily oversight and management of the overall operation of CRUMC.

HOURS: The Executive Administrator will be a full-time employee and will be governed by Custer Road's full-time employee policies.

STAFF SUPERVISION: Reports to the Senior Minister.

MAJOR FUNCTIONS: In conformity with Custer Road's policies and the *United Methodist Book of Discipline*, the position responsibilities will include as generally described below, but may not be limited to the following:

Strategic Planning and Vision

- ◆ Meet on a regular scheduled basis with the Senior Minister and Executive Team to clarify vision, mission, and strategic plans
- ◆ Lead implementation of strategic planning efforts as directed by Senior Minister
- ◆ Work with staff/lay leaders to effectively implement strategic priorities

Administration

- ◆ Provide the leadership to all ministerial and administrative staff in implementing, pursuing, and accomplishing CRUMC's vision, mission, and strategic plans by providing (in conjunction with the Staff Parish Relations Committee, SPRC): encouragement, assessment, evaluating the current organizational structure and changing as needed, instilling accountability, effective lines of communication, goal setting, program evaluations, shepherding, conflict resolution, and disciplinary actions.
- ◆ Work with appropriate committees, officers, and leaders to carry out the vision, mission, strategic plan and ministry of the church.
- ◆ Attend and participate in staff and committee meetings as a resource by advising, communicating, providing updates/reports, and other information as needed and moderating in the absence of the Senior Minister.
- ◆ Provide quarterly staffing report to the SPRC.
- ◆ Develop and continuously maintain an open and trusting relationship with Senior Minister that will be seen, heard, and understood by all that both are of "one like mind and voice".
- ◆ Establish a culture accepted and practiced by all church staff that promotes, emulates, and embodies Christ-like characteristics and attributes of a humble, unselfish servant to serve the church body

- ◆ Church Operating Systems/ Worship A/V Support – Provide the necessary oversight and management of internal personnel and/or external vendors responsible for continuously evaluating, maintaining, supporting, recommending and implementing both hardware and software needs of the church.
In addition, it is the responsibility of this position to oversee and manage personnel that support and manage the audio and visual systems for all worship services.
- ◆ Database Services – Oversee and manage personnel that provide analytical and quantitative support to various departments of the church. Provide guidance and perspective on data and information that is and is not useful.
- ◆ Custer Road Christian Day School (CRCDS) – Oversee, manage, encourage and challenge Director of CRCDS to establish and maintain a Christ-like environment, a teaching staff that embraces love, grace and other Christ-like attributes, curriculum continuum that provides growth and maturing in all aspects of child development. Work with Director and Asst. Director of CRCDS in developing annual budget, tuition increases, staffing levels and compensation program for teachers.
- ◆ Permanent Endowment and Planned Giving Ministry – This position shall serve on the Endowment Fund Committee. As a member of the committee this position will provide oversight and guidance to the Chair of such committee. Will implement any and all necessary protocols that church Staff, in particular Finance, needs to implement on behalf of the committee. This position is a resource and advocate for the committee and its ministry.

Financial Management

- ◆ Act and perform as the church's chief financial steward over any and all of church resources of any type or nature that support and account for all the financial operations and transactions of all church activities.
- ◆ Establish and manage a financial organization that will be responsible and accountable for ensuring the following:
 - existence and maintenance of books and records
 - internal controls
 - auditable financial records and statements
 - insurance planning, updating, and maintenance
- ◆ Superintend over the church's annual stewardship campaign, committee, and communications needed to support and accomplish the campaign.
- ◆ Act as liaison for all fiscal activities working directly with the Finance Committee
- ◆ Initiate, develop, draft and prepare the annual financial budget. Identify material budget variances and timely report on such findings/explanations of variances.

Facility Management

- ◆ Manage the staff responsible for the management and development of all facilities owned or operated by CRUMC including scheduling and utilization of all facilities and ensuring the completion of business, facility, and logistical support functions through Staff and lay volunteers.
- ◆ Oversee the development, utilization, security of, and servicing of the church's facilities used in carrying out the vision and mission.
- ◆ Ensure that all CRUMC property and facilities are safe, secure, and only used by those authorized pursuant to church policies and procedures.
- ◆ Ensure that all CRUMC property and facilities are compliant with all government rules, regulations, and standards as well as properly and adequately insured for exposure, risk, and liability.

Human Resource Management

- ◆ Under the supervision of the SPRC, responsible for all aspects of Human Resources function including but not limited to the following: non clergy salary and benefit administration, maintaining and updating employee policy manual, accurate and updated job descriptions, maintaining organizational charts, employment practices including hiring and termination practices, personnel file maintenance, training and employee development, succession planning, annual performance/evaluation process including merit increases, and other tasks necessary to comply with applicable labor laws.

QUALIFICATIONS:

- ◆ A Godly person
- ◆ The individual needs to be an exceptional manager and have the ability to lead a large organization
- ◆ Significant experience in administration of a church or a business is required, with specific human resources, project management and/or financial background a plus.
- ◆ Minimum of 10 years managing multiple staff of at least 6-8 people in a church and/or non-profit setting is preferred. Experience working on a church staff is helpful but at least 5 years of marketplace experience is required.
- ◆ Work history on or with a church staff is preferred, so that the candidate has an understanding of the requirements and demands of a pastoral staff, staffing issues, church budgets and ministry development.
- ◆ A Bachelor's degree is required and a MS, MBA or M. Div preferred.
- ◆ Spiritual gifts of leadership and administration with the ability to encourage others are required.
- ◆ Proven ability to provide strong input into an organization's strategic direction. Ability to translate vision and mission into staffing, budget, and facilities plans.
- ◆ Possesses excellent verbal and written communication skills and proven presentation skills.
- ◆ Proven ability in successfully serving as overall staff leader, developing policies and procedures, and hiring, developing, and terminating staff members.
- ◆ Background in organizational development with abilities to coach and develop staff and volunteers.
- ◆ Proven ability to develop and implement a plan to completion.
- ◆ Proven track record of getting projects and tasks completed on time and on budget while also working well with others in the process.
- ◆ Proven ability to excel while working in a rapidly changing, dynamic environment of diverse scope and constituencies.
- ◆ Background working with and developing annual budgets of at least \$1 million, financial management and administrative functions.