

Executive Director – Job Description - Redeemer

Job Overview

The Executive Director is a three-quarter-time position that will work in a highly collaborative role with the senior pastor and church leadership (staff & ministry teams) that ensures Redeemer's organizational health in ministry, administration & facilities. Reporting to the Senior Pastor and Board of Directors, the Executive Director will be responsible for and provide oversight for Redeemer staff and various ministry teams, working closely with ministry team leaders. They will also be a part of designing and implementing systems to help Redeemer stay aligned with the vision and mission of the church.

The Executive Director role requires strong organizational and leadership skills for the development of leaders and effective ministry teams. It also requires a deep dependence on God and an ability and willingness to engage with ministry concerns/opportunities with creativity and innovation.

Job Description

The Executive Director is responsible for the organizational health of the church and facilitates implementation of the church's vision and mission as developed by the Senior Pastor and Board of Directors. The Executive Director will accomplish this through effective management of Redeemer staff and ministry teams to ensure that the church's day-to-day operations are executed according to the high standards of the gospel.

The Executive Director will be responsible for oversight of Redeemer staff and ministry teams while managing the church's facilities, finances, administration, and human resources under the supervision of the Senior Pastor and Board of Directors.

Responsibilities:

1. Stewardship of the Vision & Mission of the Church

- Support the Senior Pastor in the accomplishment of the church's mission through ministry effectiveness evaluation, discernment, decision making, planning, and overall direction of the church staff.
- Maintain clear channels of communication with the Senior Pastor and the Board of Directors to ensure alignment of the Pastor's input and insight, relating to the plans, decisions, mission, and strategic direction of the church.
- Assist the Senior Pastor, allowing him to focus on his calling without undue administrative, supervisory, or management involvement.

2. Support and Supervision of Staff

- Aid staff in developing and implementing their individual ministry plans.

- Meet regularly with the Senior Pastor, ministry & administrative staff, and ministry team leaders for planning, evaluating, and coordinating the ministries of the church.
- Provide weekly supervision and on-going support of direct report staff, including: Family Ministries Pastor, Worship Director, Administrative Assistant, and Custodian.
- Conduct annual job reviews of direct report staff and establish yearly goals consistent with Redeemer's 5 Year Plan.
- Help maintain up to date and accurate job descriptions for all staff positions, participate in the hiring of employees, propose efficiencies and ministry alignment in staff performance, and resolve conflicts.

3. Ministry Team Leadership

- Redeemer relies on a collection of **ministry teams** that serve the church in the areas of finances, facilities, bylaws, policies, missions, care, etc.
- Communicate with ministry team leaders with the intent of supporting and helping teams to effectively serve Redeemer.
- Help train and recruit new ministry team leaders as needed.
- Provide the Board of Directors with monthly updates from each ministry team.

4. Resource Management

- Liaise with staff and the Budget Committee to establish Redeemer's annual budget.
- Ensure Redeemer operates according to all regulations as outlined by the Canada Revenue Agency and in alignment with the Canada Not-For-Profit Corporations Act.
- Ensure the operational readiness of the church through leadership and oversight of the support staff, performing duties in administration, finance, human resources, supply chain, risk management, and facilities management.
- Oversee facilities and activities: capital budget, maintenance budget, building and room assignments, contracts with maintenance companies and contractors.
- Facilitate the annual strategic planning process including evaluation of ministry performance; development of key objectives and tactics based on church objectives and goals.
- In collaboration with the Treasurer, oversee financial plans, developed by ministry leaders, that fund the accomplishment of the strategic plan and meet critical ministry objectives.

Education and Experience:

- A preference for 5 or more years experience in leading a department or ministry with a high focus on administrative tasks.
- Possession of a bachelor's degree in Business, Organizational Leadership, or related employment experience.

- The successful individual will be a proactive self-starter, requiring minimal supervision, with a solid work ethic.
- The successful individual will be a team-builder and cheerleader to staff and volunteers with a track record of working collaboratively.
- Working knowledge of Microsoft Office Suite or 365, Google Suite, and Planning Center (preferred).

Hours & Benefits:

- The Executive Director is a part-time (30 hrs/week with daily flexibility).
- The Executive Director position is eligible for benefits provided through the Associated Gospel Churches of Canada.

Organizational Scope:

- Accountable to the Senior Pastor and Board of Directors of Redeemer Bible Church.
- Overseeing 4-5 paid staff as well as numerous ministry (lay) team leaders.
- Church facility including the Church building, various out buildings and 13 acres of property.
- Average Sunday attendance approaching 200.

Personal Qualities:

- Approachable with an ability to connect with people.
- Enjoys designing and implementing strategies, systems & processes.
- Strong discipleship skills. Understands how to care for individuals while at the same time meeting goals.
- Experience in nurturing staff and bringing them to greater competence.
- Loves Jesus, loves people, and wants to impact the Kingdom.
- Commitment to living a balanced life, seeking to live a life consistent with the “above reproach” requirements as set forth in [1 Timothy 3:1-12](#) and [Titus 1:5-9](#).
- Creating a work environment and culture that fosters greater team unity and efficiency.
- Must be in alignment with the Redeemer Bible Church Constitution, Statement of Faith and Christian Lifestyle Statement and willing to hold active membership in Redeemer Bible Church.

Interested candidates should submit a cover letter and resume to elders.redeemberbible@gmail.com