



MORRISON HILL CHRISTIAN CHURCH

Executive Minister - Job Description

Objective:

The Executive Minister shall work with the Elders to coordinate the ministries of the church through oversight of the Ministerial Staff, Administrative Staff, and Ministry Leaders. Provide administrative tools and practices needed to translate the vision of team ministry into actionable steps; including planning, scheduling, and implementing programs that educate, disciple, and provide relationship building opportunities across all demographics. This minister will share the responsibility of preparing the church congregation for making disciples.

Minimum Requirements:

- A mature Christian faith, evidence of the fruits of the Spirit, and a continuing desire for spiritual growth.
- A Bible college graduate or a ministry degree and significant work experience in ministry.
- A demonstrated passion and commitment to the spiritual growth of the congregation.
- Strong interpersonal skills with the ability to motivate, inspire, equip and encourage others.
- Ability, desire, and commitment to work as a team with the rest of the ministry staff, church leaders, volunteers, and families.

Key Position Skills:

- Discerning between good and great ministry opportunities for the church.
- Coordinating the communication of staff and congregation across ministries and leadership.
- Strong relational, organizational, and coaching skills.
- Ability to work closely and cooperatively with other ministerial staff, ministry teams, and other church leaders.
- Proven ability to develop and implement strategies.
- Recruiting and equipping volunteers to lead and assist in ministry teams.
- Sermon preparation and delivery.
- Must be experienced with budget management, program development and implementation, and work with volunteers.
- Must have strong organizational and time management skills.
- Excellent oral and written communication skills.

This person will be:

- ADMINISTRATOR - to handle the coordination of the church allowing Senior Minister to focus on preaching and teaching and the Elders to shepherd the flock.
- NETWORKER - bridging across all ages and life situations.
- FACILITATOR - to translate the vision of team ministry into actionable objectives.
- POINT MAN - to say no to all the opportunities that don't fit the vision.
- COMMUNICATOR - to allow the leadership of the church to function as one.

- MANAGER - for wise use and care of facilities and employees.
- LEADER - Preparing the way for what God has next.
- FORCE MULTIPLIER - to assist in making disciples who make disciples.
- A member of the ministerial team performing counseling, weddings, funerals as the needs arise.

Position Responsibilities:

- Responsible for maintaining focus on the MHCC vision, direction, and strategic plan for the church, ensuring ministerial functions and youth programs remain integrated with the vision and purpose.
- Oversee the ministerial staff and perform annual evaluations and job description revisions.
- Teach other services & classes as required or permitted by elders
- Oversee and coordinate non-ministerial staff (except Treasurer, nursery workers or PDO staff) – perform regular evaluations and make employment recommendations.
- Attend meetings with elders and board as required.
- Oversee and coordinate vacation and time-off schedules with other ministers to ensure pulpit responsibilities are covered each Sunday.
- Must be an ordained minister.
- Other duties as required by the elders.