

POSITION: Director of Ministry Support

STATUS: Permanent part-time employee

FLSA: Non-Exempt

HOURS OF SERVICE: An average of 20 hours per week, coordinated with the Lead Pastor.

TEAM LEADER: Lead Pastor

JOB SUMMARY: Responsible for leading and managing the business and financial affairs of the church in coordination with the Lead Pastor. Has direct management responsibility for the Ministry Support team. Gives oversight to various services, including financial, accounting, budgeting, insurance, human resources, facilities and maintenance, facility security, information technology, membership records, and member and guest services.

PRIMARY AREAS OF RESPONSIBILITY:

1. Be in close and constant relationship with the Lead Pastor, offering perspectives on the current state of the church and providing support for the goals and directions of the Lead Pastor.
2. Create and maintain a positive line of communication with church pastoral and lay staff, committee chairpersons, church congregation, and the Ministry Support team.
3. Provide the needed leadership and supervision to ensure all Ministry Support functions are working as a team and delivering positive, efficient, effective, and timely business services.
 - a. Guide and support the Church Treasurer in the performance of her/his financial, accounting, and payroll tasks, promoting sound fiscal policy based upon accepted accounting practices, and monitoring internal control systems for all accounting, financial and business system transactions.
 - b. Guide and support the Coordinator of Member and Guest Services in the performance of her/his varied hospitality and record-keeping responsibilities.
 - c. Guide and support the Maintenance Director in the performance of her/his responsibilities to ensure all aspects of the building and grounds remain clean, safe, secure and in good operating order.
 - d. Maximize use of the ACS/Realm software systems.
 - e. Encourage the standardization of practices among staff members, e.g., electronic filing systems, software use.
4. Taking responsibility for Human Resource activities in conjunction with the Lead Pastor and the Staff-Parish Relations Committee, including:
 - a. Maintaining personnel files.
 - b. Ensuring proper employer/employee relations are maintained.
 - c. Supporting a staff performance review policy for all employees and performing annual and periodic performance reviews.

5. Relating to and supporting the work of pastoral staff and various ministry teams as assigned by the Lead Pastor, e.g., Board of Trustees, Church Council, Ministry of Finance, Memorial Committee, Generosity Team. Help to ensure that policies are established and followed.
6. Leading and coordinating the interaction with the external auditors and ensuring internal financial checks and balances are maintained.
7. Providing effective leadership when working with outside vendors and contractors.
8. Promoting the cost-effective use of available resources and facilities.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in business administration or related field.
- A minimum of 5-8 years of related business and/or financial management experience.
- Strong communication and interpersonal skills.
- Flexibility to adapt quickly to a dynamic, ever-changing support environment.
- Ability to strive continually to improve team and organization synergies.
- Proven competence in the use of technology, proficiency in Microsoft Office 365 software (especially Word and Excel), and the ability to become proficient in ACS/Realm software systems (church management software).
- Demonstrated problem solving skills.
- Leadership skills in providing personnel training and development.
- Willingness to seek certification as a Church Business Administrator.

CORE COMPETENCIES:

1. **Interpersonal Skills:** Demonstrates the ability to lead others. Can communicate clearly and effectively with a variety of people while exhibiting a commitment to discretion and confidentiality. Demonstrates the skills of active listening and openly accepts constructive criticism. Productively engages and resolves interpersonal conflict. Engages people positively, with a demeanor of optimism and abundance.
2. **Team Building Skills:** Guides the Ministry Support team in the process of sharing best practices and identifying and solving common problems. Recognizes dysfunctional team behavior and redirects it into functional behavior.
3. **Management Skills:** Demonstrates commitment and flexibility in scheduling. Understands his/her leadership style and temperament type and adapts leadership behaviors to meet the needs of the situation. Delegates, empowers, and holds team members accountable. Marshals resources (people, funding, materials, support) to accomplish church needs.
4. **Leadership Development:** Is a **good** judge of talent and can accurately project how people are likely to perform in a variety of settings. Stretches people to try new skills and accept new levels of responsibility.
5. **Missions Ownership:** Is committed to understanding and supporting the mission, vision, values, and beliefs of St Paul's UMC.