

## First Free Methodist Church - Seattle | Position Guide

**Position Title:** Executive Administrator/Pastor

**Salary Basis:** Exempt

**Approved by:** Lead Pastor

### Job Summary:

The Executive Administrator/Pastor is the chief operational leader of the church's administration and infrastructure providing for the advancement of all ministry-related outcomes leading toward the accomplishment of the church's strategic goals.

**Reports to:** Lead Pastor

**Functional Guidance:** Pastoral Team & Leadership Team

### Essential Functions:

- Plans, implements and evaluates administrative and operational initiatives across the life of the church leading toward accomplishment of the mission and vision of the church as defined by the Lead Pastor and Leadership Team.
- Functions as "Head-of-Staff" for the church ensuring effective systems of accountability and support for all supervisors and their direct reports.
- Provides qualitative and quantitative performance accountability of the entire administrative and facility-related staff of the church.
- Ensures that human relations, staffing models, and staffing relationships advance the mission and ministry of the church and are in compliance with local, state and federal regulations.
- Gives clear oversight to the church's staff to ensure that the staff culture embodies the ethics of servant leadership and commitment demonstrated by Christ through regular leadership of staff meetings or other gatherings.
- Establishes systems for efficient calendaring, building usage, fee structures, and other items as needed to optimize building use that prioritizes the missional needs of the congregation.
- Provides and maintains a quality risk-management process that ensures the protection of the congregation, the Pacific-Northwest Conference of the FMC, and its related agencies.
- Maintains clear and effective fiduciary management of the church's financial assets in partnership with the Finance Team and Leadership Team.
- Provides effective and diligent oversight of the entire church's capital assets along with proactive planning for their long-term care and expansion as needed to fulfill the church's strategic goals in partnership with the Facilities Team and Leadership Team.
- Encourages and maintains a strong stewardship mindset for all resources within the church.
- Envisions, creates and maintains a budget formation process for the entire church that advances its strategic plan.
- Envisions and creates all policies and procedures for effective facility use.
- Participates and collaborates in an effective manner with the Leadership Team in planning and producing the church's vision assessment and long-range planning.
- Supports and defends the spiritual and theological oversight of the Lead Pastor to the members and staff of the church in order to maintain the integrity of the Church's mission and vision.
- Participates in connectional ministries and community networks beyond the local church where synergistic benefits result for both the connection/community and this church.
- Engages in ministry efforts which are synergistically beneficial for the church's stated ministry outcomes.

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### **Requirements:**

1. Possesses, at a minimum, a B.A. from an accredited college or university in business or accounting. Theological higher education or a seminary degree are preferred but not a requirement.
2. Possesses commensurate experience in executive or entrepreneurial leadership inside or outside the local church that is directly related to strategic planning and implementation.
3. Demonstrates a high level of relational intelligence that fosters meaningful interactions with staff, volunteers and members of the congregation.
4. Demonstrates a willingness to be deployed in ministry as subordinate to the Lead Pastor and effectively function as an extension of that office.
5. Cultivates a spiritual life of devotion and discipleship to Jesus Christ.

### **Roles & Relationships:**

1. Provides the Lead Pastor with appropriate and effective resources to implement the church's vision.
2. Ensures performance accountability and professional development for the church's staff to achieve their ministry objectives.
3. Provides the Lead Pastor with feedback about the overall successes and obstacles in producing fruitful outcomes for all ministry objectives.
4. Functions in compliance with the Safe Gathering Guidelines and the policies and procedures of the First Free Methodist Church.
5. Supports and defends the essential doctrines, teachings, and polity of the Free Methodist Church, USA.