**Faith United Methodist Church**

**Executive Business Administrator**

**Church Mission:** *Inviting people to Christ-centered service*. Our staff supports this mission, working in a collaborative manner to equip the congregation for Christ-centered service.

**Position Overview**

Provide leadership in a full-time capacity regarding all functions relating to the business operations and financial management of the church. The position is responsible for maintaining fiscal viability while supporting, enabling, and empowering the mission of the church. Position is directly accountable to the senior pastor and is part of the executive team. Preferred that the executive business administrator place his/her membership at Faith UMC, or if filled by clergy – appointment must be to this charge.

**Duties and Responsibilities**

*Finances*

* Serve as the chief financial officer for Faith United Methodist Church and its related entities, attending scheduled meetings of the Finance Committee.
* Coordinate preparation of the annual church budget with the Finance Committee, staff, and senior pastor.
* Assist in preparing staffing budget and participate in Staff Parish Relations Committee meetings related to annual personnel costs.
* Manage budget throughout the year with staff and laity authorized to request funds. This includes oversight and approval for all expenditures authorized in the budget and requesting Finance Committee approval for expenditures outside the budget.
* Assist the senior pastor in development and organization of the annual stewardship focus and other special fundraising campaigns.
* Supervise the financial secretary.

*Property, Equipment & Risk Management*

* Supervise the facilities staff. Insure that building, grounds and vehicles are kept in a good state of repair, condition and cleanliness.
* Serve as the staff representative to the Trustees.
* Develop and implement effective risk management procedures. Annually evaluate insurance coverage for property, liability and worker’s compensation needs – recommending changes to the Trustees.
* Manage information technology including hardware/software upgrades, troubleshooting of equipment and systems, coordinating with IT service providers.
* Coordinate use of facilities, working with the receptionist in calendar management.

*Human Resources*

* Maintain personnel and volunteer files: background checks, evaluations, IRS elections and other appropriate records.
* Assist as needed in recruiting, interviewing, employing, training, supervising and terminating all lay personnel in coordination with senior pastor.
* Administer personnel policies of the church including scheduling vacations, days off, holiday schedules and enforcement of church polices found in the Employee Handbook.
* Teach, invest and mentor staff direct reports. Provide appropriate verbal/written feedback on an annual basis.

*Leadership*

* The executive business administrator reports directly to the senior pastor and assists with implementation of Faith’s mission and strategy.
* The executive business administrator is responsible for acting as the liaison between various/all committees and our staff to ensure appropriate information is communicated for the efficient and effective resolution of issues, projects or initiatives all in the support of the mission of Faith UMC.
* The executive business administrator, upon request, will represent the senior pastor both within the congregation and in the community.
* The executive business administrator runs weekly staff meetings, strategic vision planning sessions, and assists in executive team meetings. The executive business administrator is also expected to be present and participate at Administrative Council meetings.
* The executive business administrator supervises all office staff and manages the office.
* The executive business administrator must be present on Sundays, assisting in the leadership of at least one worship service each week.

**Minimum Qualifications**

Bachelor degree required; background in accounting, finance, human resources or management preferred. Track record of organizational leadership; experience in church, or other nonprofits preferred. Articulated expression of the spiritual gifts in leadership, administration, and vision.