

Ministry Description: Executives

Executives are selected by the Senior Pastors. Executives oversee certain areas of administration and support the pastoral ministry at City Church For All Nations.

QUALIFICATIONS

SPIRITUAL

- Must be a born again believer who has placed his/her faith and trust in Jesus Christ as personal Savior and Lord; and show evidence of a mature faith.
- Must seek to be an example in his/her own family as spouse and parent (if applicable).
- Must maintain spiritual qualifications consistent with being a spiritual leader according to 1 Timothy 3 and Titus 1.
- Must support the vision, mission, ministry, statement of faith, and core values of City Church.
- Must demonstrate an attitude of service to the body of Christ, viewing this position as not only a job, but a ministry.
- Must be a member, a tither, and maintain regular attendance at City Church.

PROFESSIONAL AND MANAGERIAL

- Punctual and dependable.
- Good verbal skills
- Commitment to maintain confidentiality regarding church records, ministry situations, etc.
- A desire to grow in professional skills.
- Willingness to recruit and motivate volunteers toward fulfillment of stated goals.
- Good organizational and time management skills.
- Ability to deal with issues positively, finding effective solutions or seeking assistance as needed.
- Ability to work efficiently, effectively and independently, as well as in team-based settings.

RELATIONSHIP SKILLS

- Can conceptualize his/her administrative and managerial work as ministry and verbalize the function of the job as ministry.
- Practices, emphasizes, and fosters effective communication in the church organization.
- The ability to manage a consensus decision-making process.
- Attention to detail and precision in church documents.
- A commitment to good interpersonal relations, teamwork and support of church ministries.

TECHNOLOGY

- Knowledge and proficiency with Microsoft Office (Outlook, Word, Excel, and PowerPoint) and ChurchTeams; or willingness to learn.

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Area 1: Growth Track (BUILD, LEAD, Outreach, Small Groups,)

Area 2: Street to W Seat (Parking/ Shuttle, Security, Ushers, Welcome)

Area 3: Family/Students (1Life, CityKids, Movement, Pastoral Care)

Area 4: Worship Experience (Media, Praise, Prayer, Sound/Lights)

Area 5: CFO/Building (Custodial/Janitorial, Finances, Grounds, HR)

EXPECTATIONS

1. Communicate with each Area Administrator (or Pastoral Leader or Team Leader) within your domain, on a weekly basis to confirm:
 - Monthly Report (or Checklist) completed
 - Application materials up-to-date (including Agreements) and scanned into computer
 - ChurchTeam files purged
2. Communicate (preferably face-to-face) on a monthly basis to confirm that:
 - budgets are being handled properly
 - the needs of the various teams are being met in a timely fashion (if not, please make this conversation a part of your Monthly Report to the Church Administrator)
 - a spreadsheet has been created (and is constantly updated) identifying dates for team membership and timeline for rotating off (see Administrative Secretary for assistance here)
 - an opportunity for spiritual growth/development is scheduled for at least 1x/yr (minimum) that includes either group reading/reviewing book(s) or an on-/off-site retreat (with focused agenda and guest speakers)
 - teams are keeping track of team leader requirements of Build series and Encounter attendance
 - team leaders have received training on ChurchTeams
3. Complete and submit your Monthly Report