



Executive Director Job Description

Job Overview:

The Executive Director of Strong Tower Bible Church's primary job responsibilities are to establish, explore, and maintain effective administrative processes and upstanding financial systems that align with the church's overall mission and vision. This role involves regular collaboration with the Senior Pastor to assist in facilitating the church's mission, vision, goals, and strategies of ministry. The Executive Director, in conjunction with the Senior Pastor and the Elder Team, will take the leading role in the formation, management, and communication of the church's operating budget. This person will regularly make known to ministry staff and administrative staff about the status of their financial packages and ministry budgets, while also suggesting and implementing necessary fiscal changes. Finally, the Executive Director will oversee, evaluate, and adjust the church's administrative staff as needed.

Responsibilities:

1. Collaborate with the Senior Pastor:

- Meet regularly with the Senior Pastor to help accomplish the church's vision, goals, and strategies in fulfilling its mission to make disciples of Jesus Christ.
- Work under the direction of the Senior Pastor and the church's Elder Team in preparing, managing, and communicating the church's budget to the body.
- Attend city meetings and church meetings, with or without the Senior Pastor, by serving as the church's administrative representative.
- Assist the Senior Pastor in scheduling and leading weekly staff meetings.

2. Financial Management:

- Coordinate the development, preparation, and communication of the annual church budget.
- Ensure appropriate accounting records, including general ledger, monthly income statements, and balance sheets.
- Oversee bank accounts, approve accounts payable expenses, and deposit receivables.
- Work with the church treasurer and/or bookkeeper in preparing clear financial information and updates to the church and for ministry budgets.

- Provide monthly financial reports to the Senior Pastor and the Elder Team, which show weekly and month-to-date giving. This may include briefly attending the monthly Elder's Team Meeting via zoom or in-person to provide any needed explanation of written reports.
- Provide weekly financial reports to the congregation via the church's weekly email blast which shows the week's giving and month-to-date.
- Understand tax codes for ministerial housing allowances and staff benefits packages, which include medical and dental insurance coverages.

3. Human Resources:

- Evaluate administrative staff structure and propose adjustments as needed.
- Oversee the church's Administrative Assistant.
- Work alongside the church's Facility Manager.
- Oversee the hiring process for administrative church staff.
- Keep all church manuals and handbooks current and accessible.
- Identify and encourage professional training for administrative staff.
- Manage employee relations and conflict resolution.
- Manage administrative staff and pastoral staff employee benefits programs.
- Provide personal feedback and coaching to improve administrative staff job performance.
- Ensure a safe and healthy work environment.
- Plan annual retreats that include the administrative and ministerial staff.

4. Church Care:

- Oversee the church calendar to ensure ministry collaboration and lack of overlap.
- Manage and dispense benevolence assistance to members of the church and the community-at-large when able and as needed.
- Coordinate with security personnel to ensure a secure church environment.
- Organize and optimize the use of available space throughout the campus.
- Develop and maintain emergency response protocols for the church.
- Work with the church's Facility Director to assess and carry out building repair needs.
- Provide basic financial counseling to members in need of assistance.
- Develop and implement terms of agreement for extracurricular use of the campus by members and guests.

5. Qualifications:

- Articulate being a believer in Jesus Christ who has a thriving spiritual life.
- Identify proven experience in leading people administratively in an organization, church, or ministry setting.
- Must already be or become an active member of Strong Tower Bible Church.
- Exhibit solid personal financial integrity, which includes a good reputation in the community, budgeting, bill paying, savings, and church giving.
- Display strong organizational financial management skills, which including budget preparation, oversight, and foresight.
- Verbally express support for racial justice, social awareness, and gender equality.

- Demonstrate excellent people skills, which includes clear communication, problem solving capabilities, and the traits of a team player.
- Possess the spiritual gifts of administration, leadership, and serving.
- Understand human resource practices and experience in staff evaluation.

Application Process:

- Interested candidates should submit their resume and a cover letter detailing their relevant experience to shermanlsmith@comcast.net of **The STBC Search Committee**.
- Candidates in **general consideration** will receive an email response and will be invited to participate in a zoom conference call with The STBC Search Committee.
- Candidates in **serious consideration** will be invited to meet in person with The STBC Search Committee, where the salary and benefits package will be discussed.
- Candidates in **final consideration**, along with their spouse if married, will be invited to meet in person with The STBC Search Committee, Elders, and Pastoral Staff.
- The candidate who is **selected** will be contacted by a member of The STBC Search Committee and presented with an official job offer.

Strong Tower Bible Church
5253 Granny White Pike
Nashville, TN. 37220
615-791-7050
www.strongtowerbiblechurch.com