

# New Song Church Executive Ministry Team

## Team Member, Job Description

**Primary Function:** To provide strategic leadership and direction for New Song, and align all ministries and functions with the mission and vision of the church.

### Responsibilities/Duties:

#### **The Life of Discipleship (Actively working on your relationship with Jesus Christ)**

- Have a heart for loving God, loving others, and serving
- Regular worship attendance
- Participates in small groups and/or serves periodically
- Regular giving and/or working towards tithing
- A sound prayer life

#### **Mission Alignment and Faithfulness**

- Champions our mission ("Making disciples of Jesus Christ for the transformation of the World.") to be the church's top priority each year.
- Evaluates the success of each ministry through the lens of vision, mission and goal alignment.
- Is willing to ask difficult questions, challenge current practices and recommend changes for the church to effectively fulfill its mission and vision.

#### **Strategic Visioning and Goal Setting**

- On an annual basis, review the current vision for the church and consider any needed modifications.
- Consider community needs and trends that impact ministries and vision when making decisions.
- Find ways for the church to experiment, innovate, take risks and adapt to meet the challenges of our ever-changing ministry landscape.
- Establish strategic annual goals to achieve the church's vision and mission.
- Ensure that we dream and plan greater than our resources (leaving room for God to work!).

#### **Accountability**

- Exhibit personal accountability in the life of discipleship, supporting decisions of the Executive Ministry Team (debate inside, alignment outside), and be a cheerleader within the congregation for all God is doing.
- Hold fellow team members accountable to shared leadership responsibilities
- Hold the Lead Pastor accountable to effectively lead the church's staff and ministries to align to the mission, vision and achievement of annual goals.
- Work with the Lead Pastor to identify the most effective way to structure staffing and governance in achieving the mission and vision of the church.
- Hold ministry teams accountable to alignment with the church's mission, vision and progress in achieving stated goals.
- Routinely seek input from the congregation and ministry leaders to ensure the church is dealing appropriately with any concerns or leadership issues.

### **Administration**

- Establish and implement operating guidelines and policies for the church.
- Evaluate church's existing administrative operations/policies and make changes as needed.
- Set annual budget for the church and establish financial spending limits for staff and ministry teams. Review any requests above those limits and evaluate any significant, unexpected expenditures needed throughout the year.
- Handle staff/parish relations issues as needed and work to maintain unity and confidentiality.
- In order to maintain transparency with the congregation, oversee annual communication of the church's progress and any challenges that arise in meeting annual goals. Working with the Lead Pastor, determine when additional communication needs to occur with the congregation on critical issues throughout the year.
- Follow all operating guidelines established for the Executive Ministry Team.

### **Time Commitments**

- Preparation prior to each monthly meeting
- Meetings: faithful attendance at monthly meetings and special called meetings is critical. (Failure to attend meetings could result in removal from the board.)
- Possible "called" meetings on unique and/or critical issues, if necessary.
- Annual retreat of the Executive Ministry Team
- Participation in Town Hall meetings with the congregation to share church's progress and challenges.
- Commitment to complete one's term (typically on a three year rotation).

### **Competencies Needed for Serving on the Leadership Board:**

#### **Spiritual Gifts**

- Leadership, Administration, Wisdom, Discernment

#### **Interests or Passions**

- Desire to seek the Lord's will and direction for this body of believers at this time in this place.
- Desire to guide the church in identifying the most relevant vision for the church based on community and congregational needs.
- Desire to see God's Kingdom advance *on earth as it is in heaven*.
- Commitment to ensure that the church's operations and ministries are aligned with the mission and vision.
- Desire to help the church experiment, innovate, take risks and adapt to meet the challenges of an ever-evolving ministry environment.
- Desire to provide leadership to ensure the church functions at a high level of operational effectiveness and in accordance with UMC guidelines.

#### **Abilities and Skills**

- Ability to provide leadership/direction to the church's vision and mission
- Ability to think strategically
- Ability to be decisive when needed, yet able to understand when more information is needed before critical decisions are made
- Skills in dealing with conflict in appropriate ways
- Ability to work collaboratively within a team