Full-Time Executive Director of Program Ministries (Highlands Ranch)

St. Andrew United Methodist Church currently has an opening for a Full-time Executive Director of Program Ministries.

To apply qualified candidates should submit a resume with a completed application and applicant questions to swheelis@st-andrew-umc.com. The application form can be found at http://www.st-andrew-umc.com/uploads/documents/Application%20rev09.pdf

Title: Executive Director of Program Ministries
Reports to: Senior Pastor
Status: Full-time, exempt, 40 hours per week

General Description: The Executive Director of Program Ministries supports the office of the Senior Pastor, and is responsible for the overall leadership and direction of program ministries staff in the accomplishment of the church's mission. The EDPM serves on the Senior Pastor's Executive Team and will have the day-to-day responsibility for making certain the ministry areas under her/his direction are functioning at maximum effectiveness in fulfilling the purpose of the church ensuring that all strategic goals of the church are being met.

KEY RESPONSIBILITIES:

- The Executive Director of Program Ministries supports the office of the Senior Pastor, and is responsible for the overall leadership and direction of the program ministries staff in the accomplishment of the church's mission.

- To manage, mentor and provide overall direction of his/her staff subordinates. This includes ministry assessment and performance evaluation, strategic planning and goal setting, mentoring, encouragement, support and conflict resolution. It is expected that the Executive Director of Program Ministries will regularly participate in ministries under their direction and hold the Directors accountable for meeting all assigned objectives. The Executive Director of Program Ministries will be expected to meet regularly with staff to promote effective communication and direction.

- To help their staff effectively plan for budget and staffing needs, including balancing both spending and staffing requirements with the need to ensure that each ministry area is an effective steward of the personnel and financial resources at its disposal.

- To provide for effective communication between all ministry areas, staff, laity and clergy in the church. The Executive Director of Program Ministries will be a critical communication link within the church. This will include working with the Senior Pastor to lead the weekly staff meetings and coordinating quarterly staff offsite events for planning and development work and any other all staff functions that may be approved by the Senior Pastor, Executive Team and/or SPRC.

- To champion an equipping culture and strengthen the infrastructure of all ministry areas that will support healthy, long-term growth of the church.

- To provide spiritual leadership to the church that includes seeking to live a deeply committed Christian life, looking for opportunities to encourage others to grow in Christ.

- Other duties as assigned by the Senior Pastor

SKILLS, KNOWLEDGE AND EXPERIENCE REQUIREMENTS
As a member of the Executive Leadership of the church it is critical that he or she:

- Be deeply committed to Christ.
- Have a passion for the mission, vision and values of St. Andrew Church.
- Adhere to and champion the expectations of the staff as outlined in the Staff Covenant.
- Be an initiator and leader, forward thinking and committed, willing to be responsible and held accountable for staff and ministries under his/her direction.
- Capable of maintaining confidences, effectively listening and communicating, and able to resolve conflicts.
- Attend and fully participate in the following monthly meetings (usually evenings):
  1) Committee on Lay Leadership
  2) Staff Parish Committee
  3) Church Council
  4) Finance
  5) Other meetings as assigned by the Senior Pastor

- Bachelor's Degree (or higher) in Business, Management, Administration or other related field.
- 10 years demonstrated success in a leadership role
- 3-5 years in leadership in a large church or other ministry setting
- Excellent verbal and written skills
- Above average skills in Excel and Word
- Strong administrative and leadership scores on spiritual gifts assessment

Other Requirements:

- Flexibility to work after normal office hours and weekends as needed
- Must be able to work in a dynamic office environment, some travel required
- Must be able to lift, push and pull up to 25 pounds

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Executive Director of Program Ministries -- Applicant Questions
July 2013
This is a full-time position.
St. Andrew is a not-for-profit organization.
Posted questions for Executive Director of Program Ministries applicants:
Answers should be no longer than ½ page or 8-10 sentences each.

1) Describe your faith affiliation, and faith journey.

2) Describe your experience in working with budgets and evaluating variances, and what key thresholds do you use to measure compliance. What is the frequency that you review variance from plan?

3) Provide examples of what you have done to facilitate communication for individuals and groups, and how do these differ?

4) What does an Equipping Culture mean to you?

5) Describe the steps you would take when working with a department manager that was not meeting previously designated objectives?

6) Provide a "success story" of how you have motivated others to reach goals and become leaders in their respective departments?

7) St. Andrew currently has an established Mission, Vision and Strategic Goals. Please describe the process you would use, working with the Program Directors to review our current Ministry programs to focus our efforts to specifically support our Mission, Vision and current Strategic Goals.

8) What key components are necessary to make staff meetings productive and what examples can you give that demonstrate your contribution to leading meaningful meetings?

9) What salary or salary range are you looking for?

10) How many people have you had direct responsibility to supervise? Exempt / Non-Exempt.