

**POSITION TITLE:** Executive Director of Ministry Services

**CAMPUS OR TEAM:** Central Support

**REPORTS TO:** Lead Pastor

**SALARY**

**HRS PER WEEK:** 40+

### POSITION SUMMARY

The Executive Director of Ministry Services ensures that the operations of the church are running efficiently and effectively by maintaining the needed structure and organization to support the ministry of the church. Essentially Ministry Services is the “Business Side” of the church and the Executive Director makes sure the “Business Side” serves and supports the Ministries of CedarCreek as we continue to introduce people to Jesus and the life changing adventure with him.

### POSITION RESPONSIBILITIES:

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#### Financial Oversight

- Budgeting Process & Reporting
- Financial Advisory Team and Annual Report
- Distributing and Reviewing Financial Reports
- Annual Audit
- Relationship with Auditors and Financial Audit Committee
- Donor Relationships
- Legacy Team
- Communication Rhythm
- Overall Financial Health and Systems

#### HR Oversight

- Policies and Procedures – Employee Handbook
- Health Insurance
- Staffing – Structure, Salaries and Employee Lifecycle
- 401k
- Payroll

#### Legal Oversight

- Policies and Procedures
- Legal Counsel Contact

#### Building/Facilities Oversight

- Office Space Organization
- General Building Maintenance Plans
- Capital Improvements
- Appropriate Insurance Coverage – Building, Auto, Casualty and other areas of Risk
- Future property acquisition, current lease and loan management
- Safety and Security

#### Information Technology Oversight

- Hardware and Software for Central Support and Campuses
- Information and Data Management

### POSITION REQUIREMENTS:

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- Business background or degree preferred
- Leadership experience in a church, nonprofit or business
- Proven track record of faithful stewardship in church, nonprofit or business
- Being a tithing Missional Member in good standing at CedarCreek Church
- Attendance at a weekend service and in a Group or on the DreamTeam
- Modeling and championing the Mission, Vision, and Core Values of CedarCreek Church
- Honoring the CedarCreek Church Staff 10 Points of Accountability

### MEASUREMENTS:

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The position will be evaluated by the following quantifiable measurements:

- All Dashboard Metrics
- Health of all Key Financial Reports – Statement of Cash Flows, Balance Sheet & Profit and Loss Statement
- Executive Team Annual 360 Review
- Staff Surveys evaluating overall workplace culture and organizational clarity

## ACCOUNTABILITIES:

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The position will also be held accountable for the following:

- Ensuring that Staff, Church, Campus, and Ministry values are upheld personally and among the DreamTeam
- Maintaining good fiscal responsibility, stewarding resources with excellence
- Maintaining unity within all Departments, Campuses, and Ministry Areas
- Maintaining a positive mental attitude regarding the Church and its Leadership and Ministry Services in the presence of Guests, DreamTeam Members, and Staff at all times

## DISCLAIMER:

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Nothing in this job description restricts the right of the Position's Direct Report to assign or reassign duties and responsibilities to this job at any time. This is an at-will position and can be terminated at any time.

ADA List for Physical Activities and Requirements, Visual Acuity, and Working Conditions of the Position:

- **Fingering.** Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping.** Applying pressure to an object with the fingers and palm.
- **Feeling.** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Talking.** Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Hearing.** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- **Repetitive motion.** Substantial movements (motions) of the wrists, hands, and/or fingers.

Physical requirements of this position.

- **Light work.** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

The visual acuity requirements including color, depth perception, and field vision.

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.

The conditions the worker will be subject to in this position.

None. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)