

Executive Administrative Pastor Palm Coast United Methodist Church

Location: Palm Coast, FL

Attendance: 350-500

Reporting To: Senior Pastor

About the Executive Administrative Pastor

Responsibilities include overseeing all administrative and operational processes of running the organization. Provides leadership and direction of church staff, leading in the administrative areas to accomplish the church's mission. Areas of management include administrative offices, strategic planning, human resources, and operations. Implements processes for church operations, managing the organization's resources and overseeing staff development.

Essential Duties & Responsibilities

Collaborates with the Senior Pastor and leadership team in the ministry administration and accomplishing the church's vision and mission through ministry effectiveness evaluation, discernment, decision-making, planning, and overall direction of the church staff.

Leads the ministry staff in the establishment and ongoing direction of ministries that effectively reach the church's demographic and community.

Oversees human resources operations, and collaborates with the senior pastor to hire, reposition, and transition staff.

Ensures the operational readiness of the church through leadership and oversight of the support staff performing administrative duties, finance, human resources, supply, and facilities management.

Facilitates the annual strategic planning process, including evaluation of ministry performance.

Position Requirements

This position requires a minimum of 7-10 years of professional experience as a senior leader in a business environment. A bachelor's degree in business, sociology, technology, or another related field is required. A Master of Divinity degree is also required. Ordination as an Elder or Deacon in the United Methodist Church is preferred.

Unique Skills and Knowledge

- Management experience
- Human Resource Administration
- Team Building
- Coaching Skills
- Recruiting
- Events coordination experience
- Problem Solving and Decision Making
- Solutions-Oriented
- Positive attitude and positive approach to problem solving

Relational Connections

- Executive Team (Chief of Staff), Lead Administrator
- Excellent oral and written communication skills

Critical Competencies

- Highly motivated
- Initiator and Self-Starter
- Quick thinker and reactor
- Detail-focused
- Strategic Planner

Core Values

- Spiritually Passionate about the people of God
- Humble and Joyful
- Systematic
- People-Oriented

Education Requirements/Experience:

- Bachelor's Degree in business, sociology, technology, or another related field
- Master of Divinity Degree
- Ordination as an Elder or Deacon in the United Methodist Church, preferred
- Requires experience as a senior leader in a business environment

Benefits

Paid vacation, holidays, and sick time. Educational support.

Compensation

Compensation is negotiable and commensurate with experience.

To apply: Submit resume to Diverserecruitment.sources@gmail.com