



JOB DESCRIPTIONS

Leadership Team



JANUARY 19, 2020
EXCELSIOR UNITED METHODIST CHURCH
Excelsior, MN

JOB DESCRIPTIONS

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Mission Statement of Excelsior United Methodist Church:

**Sharing God's love by building community,
serving others and standing for justice.**

Team Purpose: To work with the people of Excelsior UMC as members of the Leadership Team to provide leadership in the planning, organizing, resourcing and directing of key ministry activities.

ROLES: The Leadership Team shall consist of 11 members consisting of one Pastor, one Chair/Lay Leader, one Communications, two Ministry Team Liaisons, two Trustees, two SPRC and two Finance

CORE DUTIES AND RESPONSIBILITIES:

Each team member will be responsible for specific core duties as listed in the specific job description for that role.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Strategic Planning
- Decision-making member of the Leadership Team

GENERALLY DESIRED SKILLS, KNOWLEDGE and/or ABILITIES:

- Communication face-to-face, via phone, email and meetings
- Familiar with church committees, ministry activities, people served/impacted
- Initiate communication, summarize activities, identify key issues
- Word, Excel, PowerPoint basic knowledge helpful

QUALIFICATIONS:

- Member of EUMC
- Strong Leadership Skills
- Experience with one or more EUMC Committee
- Willing & able to attend Leadership Team meetings

TIME COMMITMENT & SCHEDULE: 1-3 hours per week; 3 hour meeting 1/month

DURATION: 36 months; beginning Feb and ending Jan; staggered

LEADERSHIP TEAM STRUCTURE:

1. Eleven (11) members including Pastor, Chair, Communications, two members each focused on Ministry Teams, SPRC, Trustees and Finance.
2. Meet 2/month in 2020; reducing to 1/month once new structure
3. Communicate via phone or in person with assigned liaison groups
4. Summarize areas of responsibility for effective communication
5. Participate in decision-making, prioritization discussions
6. Serve as a point of contact for EUMC member questions / concerns.

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Position Title: Leadership Team **Chair/Lay Leader**

Position Purpose: To work with the people of Excelsior UMC as a member of the Leadership Team to provide leadership in the planning, organizing, resourcing and directing of key ministry activities.

ROLE: Serve as the chair of the Leadership Team for 3 years.

CORE DUTIES AND RESPONSIBILITIES:

1. Chair monthly meetings as necessary focus on the following agenda:
 - Ministry activities for EUMC Mission & Vision
 - Strategic Planning activities & decisions
 - Discussion & Voting decisions – Trustees, SPRC, Finance
2. As chair, you will communicate and work closely with leadership team to:
 - Maintain open lines of communication with Ministry Teams
 - Address strategic decisions for EUMC
 - Identify & celebrate activities that support the Mission & Vision
 - Identify challenge areas and work to address.
3. Areas of responsibility include:
 - Meeting Agenda
 - Chair Meeting
 - Review Minutes & ensure distribution/posting

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Strategic Planning
- Decision-making member of the Leadership Team
- Roberts Rules of Order

JOB DESCRIPTIONS

Position Title: Leadership Team **Communications**

Position Purpose: To work with the people of Excelsior UMC as a member of the Leadership Core Team to provide leadership in the planning, organizing, resourcing and directing of key ministry activities.

ROLE: Lead communicator between the Leadership Core Team and the membership of EUMC

CORE DUTIES AND RESPONSIBILITIES:

1. Provide written material to EUMC staff regarding decisions that are made at Leadership meetings to inform both them and the congregation. Such as:
 - Minutes of the meeting
 - Articles to be published in the Bulletin and Shorelines
 - Update and provide information for the EUMC website

2. Provide information that is needed for communication purposes to other members on the Leadership Core Team
 - Committee minutes – record and distribute
 - Calendar information
 - Updates to Leadership members throughout the month that are necessary.

3. Areas of responsibility include:
 - Being aware of the issues that need to be communication to the congregation of EUMC
 - Connection with the Marketing Team in coordination of information that needs to be released to the community at large
 - Leadership and Volunteer challenges/potential solutions

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Position Title: Leadership Team **Ministry Teams Liaison**

Position Purpose: To work with the people of Excelsior UMC as a member of the Leadership Core Team to provide leadership in the planning, organizing, resourcing and directing of key ministry activities.

ROLE: Serve as one of two (2) liaisons to the various EUMC Ministry Teams.

CORE DUTIES AND RESPONSIBILITIES:

1. Serve as the liaison for the following ministry teams:
 - Outreach
 - UMW / Annual Rummage Sales
 - Marketing Team
 - Social Justice
 - Welcoming
 - Adult Small Groups
 - Congregational Care
 - Prayer Team

2. As liaison, you will communicate at least bimonthly on the following topics:
 - Past event impact, notable learnings and important for future
 - Future event plans that require co-ordination with volunteers, church resources, budget

3. Areas of responsibility include:
 - Impact of Outreach activities (in community and on EUMC members)
 - Resources Required (people, building, equipment, budget)
 - Leadership and Volunteer challenges/potential solutions

JOB DESCRIPTIONS

Position Title: Leadership Team **Trustees**

Position Purpose: To work with the people of Excelsior UMC as a member of the Leadership Team to supervise and maintain all property belonging to the congregation so the ministries of the congregation can be effective

ROLE: Provide strategic leadership for building usage and maintenance in alignment with the church mission

CORE DUTIES AND RESPONSIBILITIES:

1. Coordinate a number of subcommittees that provide essential services in the maintenance, improvement and safety of the building and property.
 - Initiate and have conversations with subcommittee leaders on a frequent basis
 - Share Leadership Team discussions and decisions with subcommittees
 - Identify issues and concerns raised by subcommittees for discussion with the Leadership Team
2. Provide information that is needed for decision making purposes to other members on the Leadership Core Team
 - Meet with congregation and ministry teams to understand building needs in alignment with church mission
 - Report regularly on the state of the church's property and equipment
3. Areas of responsibility include:
 - Implement and coordinate special and routine maintenance of church building in conjunction with property manager
 - Ensure compliance with all state and city property laws and zoning regulations
 - Submit annual budget for property maintenance and improvements
 - Manage annual budget and memorials money for property
 - Ensure all insurance policies for property and equipment are current and reviewed annually
 - Evaluate and approve outside uses of the building, in conjunction with pastor, property manager and congregation

SPECIFIC DESIRED SKILLS, KNOWLEDGE and/or ABILITIES:

- Knowledge of property and asset management
- Strong communication skills
- Project Management experience
- Strong Delegation skills
- Previous Trustees committee experience

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Position Title: Leadership Team **Staff Parish Relations**

Position Purpose: To work with the people of Excelsior UMC as a member of the Leadership Core Team to provide leadership in the planning organizing, resourcing, and directing of key ministry activities.

Role: Serve as one of two (2) representatives to the various EUMC staff members.

CORE DUTIES AND RESPONSIBILITIES:

1. Be accountable for the following paid staff positions
 - Clergy – one or more pastors
 - Children's Education Director
 - Youth Education Director
 - Outreach Director
 - Office Administrator
 - Treasurer
 - Property Manager
 - Custodian
 - Music Director
 - Organist
 - Bell Choir Director

Note: One person may fill more than one position
2. Communicate to Leadership Team
 - Changes/Needs/Challenges related to staff
3. Areas of responsibility include:
 - Make recommendations related to staff solutions
 - Be pro-active with future ministry needs as relates to paid staff needs
 - Prepare, for approval by Leadership Team, a staff budget, including clergy.
 - Review monthly financial report to validate status of budget

Additional Duties and Responsibilities:

- Work with Lead Pastor on any staff related needs/issues
- Coordinate volunteers to assist, as necessary, with the following
 - Review of Employee Handbook
 - Review of staff job descriptions
 - Interview process for any staff positions to be filled

SPECIFIC DESIRED SKILLS, KNOWLEDGE and/or ABILITIES:

Human Resource knowledge helpful

JOB DESCRIPTIONS

Position Title: Leadership Team **Finance**

Position Purpose: To work with the people of Excelsior UMC as a member of the Leadership Core Team to provide leadership in the planning organizing, resourcing, and directing of key ministry activities.

Role: Management and oversee church finances

CORE DUTIES AND RESPONSIBILITIES:

1. Provide fiscal thought leadership and oversight on church finances
 - Oversee financial treasurer and financial secretary activities
 - Leading the budget planning, approval and tracking process
 - Review and oversee of monthly financials
 - Review Mortgage

2. Understand and administer key processes
 - Define and oversee churchwide financial processes
 - Monitoring of endowment funds
 - Setting up Offering counting schedule (may need to help finding counters)
 - Supporting and reviewing year end books closeout
 - Analyze and make recommendations for significant financial decisions (staffing, building, mortgage, etc.)

3. Support stewardship activities

SPECIFIC DESIRED SKILLS, KNOWLEDGE and/or ABILITIES:

- Knowledge of financial processes
- Accounting experiences is a plus
- Quickbooks experience is a plus