

# Churchome

## Job Description

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### General Manager

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#### I. PURPOSE

The General Manager is responsible for leading and guiding the leadership team. Under the General Manager's leadership, the leadership team develops and executes strategies and plans and effectively manages activities, policies, and operations to fulfill the vision set by the Lead Pastors and confirmed by the Board of Elders.

#### II. REPORTING & ROLE

The role of the General Manager is strategy, execution, management, and performance. The General Manager reports to and is accountable to the Lead Pastors, with a plan to develop the Board to a place where the General Manager will report to the Board. The Lead Pastors are the leading voice and public leaders of the church and lead the Board in areas of vision. The Lead Pastors report to and are accountable to the Board.

#### III. TARGETS

- Leadership Team
  - The leadership team is led effectively, empowered to make and implement decisions in fulfillment of Churchome's vision and purpose and in alignment with our Playbook, motivated to accomplish thematic goals and standard operating objectives, and delivers results.
  - The leadership team is organizationally healthy and works together from a foundation of Trust, Conflict, Commitment, Accountability, and Results and in turn builds and empowers healthy teams that function on this same foundation.
- Organizational Leadership and Effectiveness
  - Strategies and plans are developed, well-executed, and effective.
  - All activities, policies, and operations deliver outstanding results.
  - Income goals and asset levels established by the board are met.
  - The church employee culture and all strategies, plans, activities, policies and operations embody and are in line with Churchome's Playbook.
  - Meetings throughout the organization are effective and communication is timely, clear, transparent, and cascaded.

#### III. RESPONSIBILITIES

- Leadership Team
  - Lead the leadership team in developing and executing strategies and plans to fulfill the vision set by the Lead Pastors and confirmed by the Board of Elders
  - Develop and implement a plan for effectively leading, empowering, and motivating the Leadership Team to deliver results that fulfill Churchome's vision and purpose, demonstrate excellent stewardship, and comply with the law

- Develop and implement a plan for optimizing the organizational health of the Leadership Team
- Meet with Leadership Team no less than every two weeks and meet with each individual Leadership Team member on a regular basis
- Organizational Leadership and Effectiveness
  - Ensure systems are in place to track the development, implementation, improvement and/or results of strategies, plans, activities, policies and operations
  - Ensure effective systems are in place to track and measure financial and assets goals
  - Regularly assess whether all aspects of the organization are in line with the Playbook
  - Ensure systems are in place to measure overall staff health, to determine whether policies and operations are meeting staff needs and desire outcomes, and to solicit and receive feedback on whether communication and meetings are effective
  - Consistently and clearly communicate timely and relevant information to the Board of Elders

#### IV. FOLLOW UP

- Onboarding process with HR, Staff Health and Lead Pastors to clearly understand the vision and playbook of Churchome
- 30-Day Check-In with HR
- 90-Day Review with Lead Pastors and 360 Review with the Leadership Team
- Monthly Meetings with the Lead Pastors

#### V. FOLLOW THROUGH

- If targets are not being met on a consistent basis, a meeting with the Lead Pastors to evaluate and adjust targets or work to provide additional resources or support to help meet targets will be arranged.

#### VI. EMPLOYMENT STANDARDS

##### Education/Experience:

- Proven, effective executive-level business management experience is required. Experience in various management and leadership roles is preferred.
- Proven experience in developing and executing strategies, plans, policies and developing and managing activities and operations
- Familiarity with church ministries, operations, and administration is preferred.
- Bachelor or master's degree in business or business-related field is preferred.

##### Knowledge/Skills:

- Initiative taker who can turn vision into a plan that others can follow
- Comfortable pioneering into the unknown
- High risk tolerance
- Gifted at leading people and creating organizational structures.

- A proven, extraordinarily gifted organizational leader who is capable of building, leading and inspiring highly productive teams
- A leader vs. a manager
- A team player and a team builder
- A leader who is interactive (collaborative) vs. transactional (bureaucratic/hierarchical)
- A clear and decisive communicator
- Skilled in conflict management - proficient at giving and receiving healthy feedback
- Proven ability to foster a success-oriented, accountable environment
- Understands and is committed to organizational health as described in The Advantage
- Understands and is committed to our purpose, core values, niche, and strategic anchors as set forth in our Playbook
- Entrepreneurial, innovative approach to leadership and systems
- Strong analytical abilities and problem-solving skills
- Experience in developing financially profitable strategies and implementing vision
- Strong understanding of corporate finance and performance management principles
- Values digital technology, is competent with it, and uses it in his/her personal life
- Especially passionate about reaching the unchurched
- Someone whose life has been changed by Jesus and is a mature believer
- A current Churchome member is preferable.
- Embodies the values of Churchome (Be Big, Own It, Laugh at Yourself)
- Committed to racial reconciliation and to building an inclusive and racially diverse culture
- Strong work ethic
- A self-aware individual who values and recognizes when rest is needed personally and for employees.
- Exceptional, proven leadership gifting and skills
- Excellent and effective interpersonal skills, written and oral communication, and problem solving
- Strategic thinking
- Business acumen
- Results-oriented leader and mentor
- Problem-solving and analytical skills
- Collaborative

Work Status: Exempt, Salary, FT

Supervisor: Lead Pastors

Staff Supervision: Leadership Team

Employees of Churchome must comply with the policies, procedures, requirements and responsibilities set forth in the staff handbook and the church's other manuals and directives, as revised by the church from time to time. These include, for example, attendance at the weekly staff meeting, lifestyle expectations and church attendance expectations. This job description is subject to revision by Churchome at any time and for any reason. Nothing in this job description shall be construed as an implied agreement or promise of specific treatment of an employee, and it does not change the at-will employment relationship between the employee and Churchome.