

This is what I do

The Executive Minister and Preaching Minister are, from an organizational perspective, on the same level. We are both accountable directly to the elders, which distinguishes our roles from that of others on the Ministry Team. All other paid staff, while still partnering with the elders on various initiatives and conversations, report to the Executive Minister.

The Executive Minister and the Preaching Minister both have distinct leadership roles amongst staff. We both share the same goal of assuring that the activity and direction of the Ministry Team support the mission and purpose of the OP Church. What makes each of the two roles distinct is a matter of focus. The focus of my role as Executive Minister is accountability, organization, and day-to-day administration. Because I oversee the managerial tasks, the Preaching Minister is free to lead the Ministry Team in focusing on the spiritual, theological, and missional tasks of our church.

Other responsibilities include:

- Support and ensure alignment of all ministries with the Mission and Purpose of the OP Church.
- Working alongside the Preaching Minister in encouraging all ministers and administrative personnel to be a coordinated, focused, and motivated team that works through our differences and styles to accomplish the overall Mission of the church.
- Overseeing, monitoring, and if needed, giving direction to all other ministries not directly related to ministers.
- Monitoring and evaluating the performance of all staff, except the Preaching Minister, including making recommendations to the deacons re. salaries, salary increases, benefits, etc.
- Making recommendations to the elders re. the hiring, dismissal, or any change in staffing. Regarding the hiring or dismissing of staff, my role is to make recommendations to the elders but the final decision lies with the elders.
- Overseeing the day-to-day office operations of the church to include approving major expenditures, leasing of equipment, and building maintenance. No prior authorization is needed to expend up to \$5,000 if budgeted or in case of emergency. The deacons must approve an expenditure exceeding \$5,000.
- Overseeing the work of the deacons while working in full concert with the deacons re. budget and finance management, REACH, special project management, insurance and risk management issues, major financial expenditures, building use and various other policies and procedures.
- Work collaborative with the Administrative Elders to keep them apprised of all matters pertaining to our church.