

Faith Community UMC Position Description

Position Title:	Business Director
Reports To:	Senior Pastor
Ministry:	Business
Classification:	X Full-time <input type="checkbox"/> Part-time
FLSA Status	X Exempt <input type="checkbox"/> Non-Exempt

KINGDOM PURPOSE

Promote the Kingdom of God in leading the volunteers to further the Mission and Vision of Faith Community UMC. Oversee the human, physical, and technological resources of Faith UMC, and to conduct the business affairs of UMC, so as to be Christian stewards of our resources and otherwise to accomplish the Mission of Faith UMC

Spiritual

- Professes Jesus Christ as Lord and Savior
- Commitment to personal spiritual growth
- Considers this position a life ministry, not just a job
- Models standards and expectations of leaders within FCUMC, including:
 - membership, worship attendance, small group participation in a church
 - financial generosity, and serving out of call and giftedness

ESSENTIAL DUTIES & RESPONSIBILITIES

Staff Supervision

- Administrative Assistants
- Data Coordinator
- Facilities Maintenance Technician
- Staff Accountant

Human Resources

- Assure personnel files and employee background checks are complete
- Oversee staff benefits
- Coordinate with Payroll Contractor
- Coaches all supervisors in staff management of the life-cycle of all employees, consistently, legally and biblically living out FCUMC Employee Guidelines and Policies.
- Supports the Senior Pastor in helping all supervisors be effective in this role; meeting with the Senior Pastor regularly about staffing issues.
- Functions as the HR “expert”, driving design and implementation of policy; with responsibility and authority.
- Coordinate periodic review of employment practices with attorney to assure compliance with federal, state and local employment laws.

Oversee Finances

- Oversee that the overall financial/accounting records are accomplished on a timely manner in compliance with BSL/Finance Committee direction and accounting guidelines.
- Lead Staff Accountant
- Manage CPA Contract
- Coordinate annual audit-review

Oversee Facilities

- Lead Facilities Maintenance Technician

- Lead large facility projects and contracts

Oversee church income

- Oversee Finance Secretary

Oversee information technology

- Coordinate with IT Contractor

Other Business Responsibilities

- Negotiate contracts and sign contracts up to a certain limit on FCUMC's behalf
- Coordinate equipment and office space
- Assures an accurate church asset inventory is maintained
- Facilitate church liability insurance claims as needed
- Responsible for check signing and approval of expenses over set limit
- Additional relevant responsibilities as assigned by the Senior Pastor

QUALIFICATIONS

Education and Experience

- College degree in a related field preferred
- Paid supervisory experience in business/finance and facility administration required
- Track record of successful and effective interpersonal relationships

Skills

- Exceptional management skills, including the ability to set and maintain boundaries
- Exceptional communication and organizational skills
- Great relational skills with people of all ages and situations
- Detail-oriented, confidential, reputation of high productivity a must
- Proficient computer skills, especially relevant Microsoft Office applications

Physical Requirements

This position requires (check all that apply):

- X Normal periods of sitting and standing in an office environment.
- Extended periods of sitting at a workstation/desk in an office environment.
- X Extended period of standing.
- Lifting and/or pushing objects up to _____ lbs. on a regular basis
- X Lifting and/or pushing objects up to 30 lbs. on an occasional basis.
- Working with heavy machinery or equipment on regular occasional basis such as:
- Working outdoors in potentially inclement weather conditions.
- Working at heights of up to _____ feet.
- Other:

All of the above duties and responsibilities are essential job functions for which reasonable accommodation will be made. All job requirements listed indicate the minimum level of knowledge, skills, and/or ability deemed necessary to perform the job proficiently. This job description is not be construed as an exhaustive statement of duties and responsibilities or requirements. Staff may be required to perform other job-related duties as requested by their supervisor. This job description reflects assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This job description is not approved or for official use without the approval of Human Resources, as indicated below.