



Position Description Chief of Staff

FBC MISSION STATEMENT

Friendship Baptist Church is a church where Christ is magnified; through individually and collectively presenting ourselves to Christ as a living and holy offering. We are Bible-based, Christ-centered, accountable, and saved to serve.

VISION STATEMENT

Discipleship | Evangelism | Service

That Friendship will be a Discipling, Evangelizing, and Serving Fellowship of Believers.

Job Classification:	Chief of Staff
FLSA Status:	Exempt
Reports To:	Senior Pastor
Church Size:	2000-2800
Department:	Executive Staff
Hours:	Sunday-Friday 8:00 AM -5:30 PM (Flexible 40 hours based on church and ministries activities and events)

GENERAL SUMMARY:

With the increasing size, scope, Church operations, and the necessity for the Senior Pastor to focus on the overall vision and direction of the Church – it is now essential to hire a Chief of Staff (COS). The role of the COS is to drive the collective effectiveness of the Church leadership and its numerous ministries. Additionally, the COS is charged with ensuring the alignment of ministry and business operations with the overall vision and strategic direction of the Church. The Chief of Staff serves as the right-hand of the Senior Pastor and oversees the day-to-day business and ministry operations of the Church. The focus of the position is on ensuring the implementation of the vision given by the Senior Pastor, managing the strategies developed by the Leadership Team, and providing support and empowerment to the ministry departments and team leaders.

I. SPECIFIC DUTIES and RESPONSIBILITIES:

- A. **Strategic Leadership** - The Chief of Staff is the trusted leader and adviser. who will be called on at any moment to provide support. This work would include:
- Assisting in the development and ensuring implementation of the strategic plan within the designated timeframe.
 - Translating the strategic plan into the annual staff-operating plan. Ensuring departmental and individual goals/priorities match church-wide goals and priorities.
 - Ensuring the organizational structure aligns with the staff tactical plan.
 - Providing administrative, operational, finance, and facilities support.
 - Overseeing the preparation, administration, and management of the budget to ensure strategic alignment as approved by the Senior Pastor and the FBC Trustee Ministry.
 - Collaborating between the executive team members to determine and prioritize business strategies
 - Identifying needed processes and procedures to improve the effectiveness and efficiency of the staff.

- Developing and sustaining a COS direct report team Succession Plan that is contingency based and that is reviewed and updated at least semi-annually. This plan must be proactively reviewed with and approved by the Senior Pastor.

B. Expands Staff Knowledge and Resources – The Chief of Staff proactively assesses issues, removes impediments to the executive team and ensures the organization operates with maximum effectiveness. The effective Chief of Staff also builds a level of trust with staff by:

- Determining the frequency and nature of all-staff meetings/events for team building and alignment to the strategic vision.
- Planning/preparing, coordinating and keeping meeting content, agenda focused.
- Meeting regularly with all direct reports to ensure staff and organizational health and to reaffirm progress, toward individual & collective goals and objectives.
- Confirming the implementation and ongoing administration of a performance evaluation feedback system for all staff members.
- Assuming the leadership and management on high-profile projects.
- Hiring and training crucial personnel in collaboration with the Senior Pastor

C. Relationship Builder - The Chief of Staff must be well connected with those reporting to ministry directors and others across the organization to influence professional and effective outcomes. This cross-functional relationship helps garner support for the staff and leadership teams while fostering long-term partnerships critical to organizational growth and success. Critical items include:

- Acting as the primary administrative contact with the church leadership.
- Interacting with ministry directors, volunteers, and church members.
- Actively participating in church services, activities, events, and ministries.
- Having immediate household family members that are supportive and active members of FBC.

D. Ministerial and Other Duties - Demonstrate a deep commitment to the growth and protection of the Church. Additionally, have a passion and commitment to building a cross-generational and multi-cultural church by:

- Embracing loyalty as a personal core value both to Friendship Baptist Church and the Senior Pastor.
- Participating in the long-term spiritual and financial health of the Church.
- Attending all church leadership and stewardship meetings.
- Facilitating staff meetings and leadership training sessions as needed.
- Assisting with weekend church activities and special projects as required or directed by the Senior Pastor.

II. CHURCH GOVERNANCE

- Acquire knowledge of and put into operational practice, processes & procedures that fully & consistently comply with Federal, State and Local laws specifically aligned to: Financial, Facilities/Property and Human Resource requirements/Guidelines.
- Partner with the Executive Team and Governance Committee to review, revise, or develop policies, procedures, and processes consistent with church bylaws and provide recommendations based upon current church practices.
- Under the Senior Pastor's direction, review the development of ministries, programs, and events to ensure compliance with church bylaws and current policies, procedures, and processes. Provide guidance and support, when needed, in the interpretation of church policies.

III. FINANCIAL POLICIES and REPORTING

- Knowledge and experience with creating & managing budgets, financial reports, audit preparation documents as well as presenting the information effectively
- The ability to interpret raw data and present meaningful reports using graphs, charts, and other presentation formats as required to communicate the financial message, if needed.

IV. DESIRED CHARACTERISTICS

- The Chief of Staff must have a mature & aligned walk with Christ, evidenced by a strong and well-articulated testimony, personal spiritual discipline, consistency in public and in private, a commitment to moral purity, healthy relationships with others and healthy relationships with their family
- A shepherd leader who thrives in a second-in-command position. One who can generate, contribute to and maintain good team chemistry in an environment of constant change. A strong manager, team builder, and staff developer
- Has a high tolerance for ambiguity
- Utilize grace, discretion, and compassion in addressing conflict
- A professional who exemplifies a strong work ethic, is proactive, energetic, dependable and adaptable

V. QUALIFICATIONS - The qualifications listed below represent the knowledge, skills, and abilities of the COS. Further, qualified individuals must be a member of Friendship Baptist Church or willing to become a member.

A. Required Education and Experience

- Master's degree in a ministry-related area, such as an M.Div.
- Three to 5+ years of successful business development, corporate strategy, and executive management experience in for-profit or non-profit sector
- Must be an ordained minister who can assist in conducting other pastoral duties as directed by the Senior Pastor. For example, the administration of ordinances of the Church, occasional member counseling, occasional preaching, and teaching responsibilities.
- Experience with strategic planning development.
- Demonstrates excellent oral and written communication skills.
- Proficient with Microsoft Office Suite, Database systems and internet software.
- Excellent organizational skills.
- Strong analytical abilities.
- Creative and innovative thinking and problem resolution.
- Must occasionally lift and or move up to 25 pounds.

B. Preferred requirements

- MBA, a plus but not required.
- 5-10 years of full-time ministry experience in a multi-cultural setting.
- Computer troubleshooting and programming experience.

The contents in this job description serve as a guideline for the selected employee. The Senior Pastor reserves the right to amend this job description if and when necessary. Also, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.