

Job Description

The incumbent serves as Executive Minister of Galilee Baptist Church and manages all administrative aspects of the church operations. Interacts with Galilee Executive Board members, church leadership, contractors and vendors, and community and local government leaders.

Executive Minister Responsibilities:

- Overseeing church operations.
- Leading, overseeing, and having regular meetings with staff.
- Guiding and improving interactions between the senior pastor, staff members and church leadership.

- Collaborating with senior pastor and church leaders regarding ministry administration and implementation of mission and vision of the church.
- Overseeing human resources operations, and collaborating with the senior pastor to hire, reposition, transition, and dismiss staff.
- Input on creating an annual budget.
- Input on overseeing financial, budget, and fundraising operations.
- Assisting staff to manage ministry budgets.
- Managing social media accounts and other communications.
- Reviewing, creating, and implementing policies and procedures to ensure the effective operation of the church.

Executive Minister Requirements:

- Evident relationship with Jesus Christ.
- Masters degree in relevant field, e.g. business administration, public administration, human resources, divinity, or other related field, etc.
- 5+ years of relevant ministry experience.
- Proficient with church management software, QuickBooks, MS Office Suites, and social media.
- Spiritually mature.
- Demonstrated leadership skills as outlined in the Bible.
- Outstanding organizational skills.
- Strong people skills.
- Team player.
- Proficient multi-tasking skills.

Job Type: Part-time

Pay: From \$38,338.00 per year

COVID-19 considerations:

Galilee continues to practice CDC recommendations for COVID-19, i.e. masks are

required, we practice social distancing, and perform regular cleaning and sanitizing of the administrative offices, sanctuary, and facility.