



Timberlake United Methodist Church
21649 Timberlake Road | Lynchburg, VA 24502
434.239.1348 | timberlakeumc.org

Timberlake Executive Director

Position Description

Reports to: Lead Pastor, Church Council, and Staff-Parish Relations Team

FLSA Status: Salary - Exempt

Hours: Sundays 7 AM - 12:00 PM, Monday through Thursday daytime hours in the office plus weekday evening meetings as necessary; 40+ hours per week.

Purpose

The Executive Director partners with the Lead Pastor, the Church Council, SPPRC, and the CDC Lead Director to pursue the mission of Timberlake through administration and strategy, and to pursue our vision by communicating it, creating strategy aligning ministries with it, and reevaluating it.

Education & Qualification

Requirements:

A committed disciple of Jesus Christ with a high level of Faith

Bachelor's Degree

Expertise in communication, strategic planning, and administration

Preferred:

Education that includes the study of the Bible and ministry

Pastoral experience

Essential Functions

Strategic Leadership

- Partners with Lead Pastor, Council, CDC Lead Director, staff, and teams to pursue the mission
- Partners with Lead Pastor and Council to pursue the vision: to communicate it, create a strategy for it, align ministries with it, and reevaluate it
- Works with staff and leadership teams to develop annual goals
- Creates an annual report of the ministry for the congregation and community
- Crafts a monthly message with a strategic ministry, mission, and financial updates, increasing transparency from leaders and staff and building support for the church's vision
- Partners with staff and leaders to build and refine ministry teams and systems for the sake of excellence, such as hospitality, assimilation, and volunteer coordination
- Facilitates partnerships with organizations and ministries outside of Timberlake to further the mission and vision of the church
- Leads the process for discerning Timberlake's ongoing relationship to the United Methodist Church
- Leads the execution of the campus new building plan
- Leads the process for establishing a second campus

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Administrative Leadership

- Staff support for Church Council; serves as a liaison between Council, staff, and congregation
- Staff support for Trustees, Finance, & Stewardship Teams; attends meetings and helps teams to carry out the vision
- Partners with Child Development Center Lead Director to align ministries and reach new people via the CDC
- Partners with Finance Chair and related teams for the annual budget process
- Partners with Minister of Connections and Communications Director to use social media, website, podcasts, and other technologies to execute the mission of the church and spread the gospel of Jesus Christ

Chief of Staff / Human Resources Director

- Partners with the Lead Pastor to create a healthy staff culture through relationship building, discipleship for spiritual maturity, teaching, and accountability
- Partners with Lead Pastor, Lead CDC Director and SPPRC to recruit, interview, hire, orient, train, and evaluate staff
- Develops standardized recruiting, interviewing, and performance evaluation processes; maintains current job descriptions
- Partners with CDC Lead Director to create a plan for CDC staff retention
- Plans continuing education experiences and keep staff accountable for CEUs
- Directly supervises business manager & office manager
- Manages a staff salary plan by conducting periodic pay surveys of other churches and preschools, preparing budgets and salary recommendations for SPPRC review and approval, and recommending, planning, and implementing pay structure revisions
- Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements, conducting inquiries, and maintaining records as needed
- Fosters clear communication among staff, leaders, and congregation

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