

Chief of Staff - Job Description

Purpose of the position:

To partner with the Lead Pastor and the Management Team to execute the mission of East Hill Church by ensuring that the staff organization is appropriately designed and that employees are unified, engaged, and empowered to effectively lead the church. The Chief of Staff is the “day to day” liaison between the Lead Pastor and all segments of the staff.

Essential Job Functions:

Provide general oversight of all staff departments including comprehensive leadership of the operations and missions teams. Establish goals and conduct performance reviews for all department heads. Specific responsibilities by departments:

Accounting:

- Ensure the Accounting Team is following best practices
- Ensure that all reporting systems are maintained and reports are provided on a timely basis for the Management Team and the church council
- Meet regularly with the Accounting Director to assess budget compliance and any pending financial reporting requirements.

Human Resources/Office Management:

- Ensure the organizational structure remains effective and participate in all hiring, termination, compensation, and sensitive/confidential personnel matters.
- Ensure that all job descriptions are current and adequate and that the performance of all employees is appropriately reviewed on a timely basis.
- Work with the Management Team to provide routine communication opportunities for administrative and general training for topics such as Basecamp, safety, facility operations, budgeting, etc.

- Encourage team chemistry, promote working in alignment with team values, and support the achievement of job satisfaction for all staff members.

Facilities & Information Systems:

- Work with department leads to develop annual and multi-year capital and maintenance budget plans for all campus infrastructure including computer, phone, and sound equipment.
- Ensure that all ministry facilities are “service ready” every Sunday and for scheduled special events including IT support systems.
- Ensure that campus facilities are in compliance with all governmental regulations.
- Ensure that all routine public and inter-church communications are of a high quality and are produced on a timely basis.

Local & Global Missions:

- Ensure that our community outreach programs including Benevolence, are effective and in alignment with our missions and resources.
- Evaluate new ministry opportunities that present themselves both locally and globally.
- Support our leaders in representing East Hill in local community affairs

Worship Arts, NextGen, and Discipleship:

- Meet with the Department leaders weekly to discuss short-term ministry plans including interface and coordination issues with other departments.
- Ensure that ministry activities are well planned and aligned with overarching plans for the entire staff.
- Ensure that adequate interface with the Lead Pastor consistently occurs.
- Monitor leader and department performance sufficiently to perform objective reviews.

Assist Lead Pastor:

- Partner/collaborate in all matters critical to the church’s mission including long-term/visionary planning.

- Effectively lead the church in the absence of the Lead Pastor.
- Assist with the preparation and presentation of materials for the monthly council meetings, annual church-wide meetings, and other key meetings as needed.
- Represent the church in the community, partner churches, and other meetings as requested.
- Invest in the congregation by routinely interfacing with them on Sunday mornings and other church events and by telephone or internet as appropriate.
- Share in the leadership role at staff chapels and other leadership meetings.
- Provide care and coaching aimed at the development and “soul care” of Management Team members as well as other staff members when appropriate.

Requirements of the position:

- Cultivates her/his own spiritual formation as a top priority
- Is a confessing Christian who holds to the ICFG statement of faith; supports the mission, vision, and values of the East Hill Church Family
- Demonstrates a commitment to an ethical lifestyle appropriate for ministry per the EHCF employee handbook
- Is an active member of EHCF or will become a member within one year of hire
- Is able to maintain a high level of integrity, discernment, and discretion in caring for people and sensitive, confidential information
- Has excellent teamwork and management abilities for ministry teams and multiple projects
- Possesses effective and relational written and communication skills for all areas of ministry
- Has effective skills in time management, organization, self-initiative, and working under pressure
- Some substantial form of Biblical fundamentals training or equivalent experience
- Is self-motivated to study and improve knowledge and skill in areas of responsibility

- Has the ability to research/analyze information appropriate for church ministry
- Has the ability to adapt, flex, and shift in response to changing priorities, fluctuating deadlines, and interruptions
- Displays emotional health, and is willing to undergo personal trait evaluations as part of the onboarding process such as the Enneagram and DISC tests
- Displays integrous financial management practices
- Sets a standard of timely completion for all ministry, budget, and project deadlines through exemplary planning
- Approaches ministry with humility
- Is comfortable leading in multicultural, multigenerational, and Spirit-led environments
- Can understand and thoroughly explain all detailed financial reports
- Exudes proven leadership skills under pressure including the ability to effectively deal with difficult people in a pastoral manner
- Is a proven team builder, conflict resolver, and excellent listener
- Has strong interpersonal skills
- Owns other duties as assigned

Preferred Skills, Qualifications and Education:

- Has a Foursquare Pastor's license or the willingness to obtain one within two years.
- Bachelor's level degree or equivalent skills and training and at least five years of directly related experience. Any equivalent combination of education and experience that provides the knowledge, skills, and abilities required to perform the duties as described.

SUPERVISORY RESPONSIBILITIES:

The Chief of Staff provides direct supervision over all department leads

SUPERVISION RECEIVED:

Works under the general direction of the Lead Pastor

Physical Demands:

- Ability to walk and/or sit for up to eight hours daily, lift up to 25 pounds, carry objects up and down stairs, and operate office equipment *

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform essential functions.*