

## **POSITION DESCRIPTION**

### **FULL-TIME EXECUTIVE DIRECTOR**

#### **Midwest Region Conference Churches of God, General Conference**

#### **Position Summary**

The *Executive Director* is employed by the Midwest Region Conference (MRC) to:

- Inspire a Shared Vision Within the MRC (Not share an inspired vision)
- Build, resource, and develop team based implementation of the Shared Vision
- Provide a central contact for issues within and without the Region.
- Account for the Resources stewarded by the MRC (such as finances and credentials)
- Communicate the Vision and Successes to the MRC congregations
- Facilitate the planning of Annual Conference and/or Other Annual Gatherings
- Act as CEO of MRC corporation as per MRC constitution, including hire/fire staff and sign legal documents.

The *Executive Director* is expected to:

- Build and resource leadership for team and MRC vision
- Provide initial crisis management response concerning deaths, illness, and church relationships until team response can be initiated.
- Build a working relationship with churches and pastors through all types of communication
  - Be an easy contact for people needing to interact with MRC
  - Work well with leaders of the National CGGC and other regions

The *Executive Director* is not expected to:

- Pastor the pastors directly (this will be facilitated through vision)
- Do the work of the teams (they will resource and develop the teams)
- Lead the teams
- Resolve conflict in local congregations
- Run Ad Council meetings
- Visit every church in the Region

The *Executive Director* must be:

- A Jesus lover
- Prayerful
- Kingdom minded
- A proven people developer
- A servant leader
  
- A self-starter
- Able to keep the teams on task
- Investing in his or her Personal Growth
- An Excellent communicator (broadly, groups, one on one, technology)
- Self-aware
- Empathetic
- Approachable
- A Listener
  
- Physically healthy for travel and tension
- Technically savvy
- Fully Employed by MRC (No Outside positions or roles)
- Theologically aligned with *We Believe*.
- Understanding of how churches function
- CGGC loyal

The *Executive Director* may:

- Hire administrative help as needed and budgeted
- Hire a consultant/coach to work with congregations in crisis as budget allows

The *Executive Director* would receive the benefit of:

- A Personal Coach
- A yearly physical

The *Executive Director* will be reviewed yearly on these Key Result Areas (KRA) by the MRC Officers and one other as chosen by the Officers:

- Inspire a Shared Vision Within the MRC (Not share an inspired vision)
  - Is a shared vision developing within the MRC?
  - Do the majority MRC pastors understand (not necessarily buy-in) the Conference Vision and how their church can play a key role?
  - Is the shared vision the top priority within the Ad Council?
- Build, resource, and develop team based implementation of the Shared Vision
  - Are there well developed teams implementing the vision?
  - Is there a pipeline for feeding members to the teams?
  - Are individuals being groomed for future leadership?
  - Is the Executive Director holding the ad council accountable to implementing the vision?
- Provide a central contact for issues within and without the Region.
  - Is the Executive Director easily contacted and responds promptly?
  - Are internal church conflicts resourced with an appropriate consultant or coach?
  - Are pastors receiving healthy peer and mentor care as needed?
  - Is the Ad Council adequately informed of what's going on?
- Account for the Resources stewarded by the MRC (such as finances and credentials)
  - Are the MRC Resources well stewarded? Are financial accounts well managed? Are records well-kept and easily available?
  - Is the MRC vehicle well cared for?
  - Did the Region work within a Visionary Budget?
- Communicate the Vision and Successes to the MRC congregations
  - Are multiple forms of communication engaging the churches in the shared vision?
  - Are the various churches feeling more connected to other CGGC churches?
  - Is a clear win for the shared vision being communicated?
- Facilitate the planning of Annual Conference and/or Other Annual Gatherings
  - Did the annual gatherings create momentum for the Conference Vision?
  - Did a majority of our churches show up at the annual conference?
- Act as CEO of MRC corporation as per MRC constitution, including hire/fire staff and sign legal documents.
  - Was the Director available to sign legal documents as needed?
  - Are staff and outsourced consultants/coaches working within clearly defined roles?

Failure to meet the KRAs will result in a plan created by the Ad Council and the Executive Director to make necessary changes in order to meet the KRAs. If changes are not successful, this may be cause for dismissal of the Director.