

THE AFRICAN METHODIST EPISCOPAL ZION CHURCH
GENERAL OFFICER JOB DESCRIPTION
Executive Director of the Bureau of Church Growth and Development

Position Title:

Executive Director of Church Growth and Development

Classification:

Exempt

Salary Range:

Determined by Connectional Budget Department's predefined range.

Reports to:

Chairman of the Administrative Board of The Bureau of Church Growth and Development

General Description:

Summary/Objective

The role of the Executive Director of Church Growth and Development is to lead the Church to conforming more closely to the spirit and mission of the ministry of our Lord and employ the most effective means for the accomplishment of the chief end of the gospel – the salvation of souls: that the church may more vigorously promote and apply the moral and spiritual agencies by which men are rescued from sin and trained for heaven; and that a more inviting opportunity may be given our ministers to use their evangelistic talents. The Executive Director shall endeavor to revitalize and restore the waste places in Zion and to systematize the work of evangelism among the ministry. Also, to oversee and manage the office, supervise staff and handle duties related to the ongoing ministry of Home missions.

GENERAL SUMMARY:

PRINCIPLE RESPONSIBILITIES and DUTIES:

- To have general directorship of the Ministry of Evangelism and the Ministry of Home Mission, perform administrative duties, ensuring that deadlines are met, and work is completed correctly.
- To train the administrative Assistant and the area staff members to carry out the mission.
- To Implement and monitor programs under the directions of the Board and see the programs through to completion.
- To prepare and report to the Administrative Board, the Board of Bishops, the Connectional Council, and the General Conference.
- To organize, plan, and hold an Evangelism Congress every four year.
- To generate and communicate memos, emails and reports when appropriate.
- To develop, proofread and produce brochures, booklets, books etc. for the promotion of Evangelism as approved by the Board.
- To develop and disseminate best practice for evangelism, church planting and church revitalization.

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- To oversee the Prayer ministry and Discipleship ministry of the Church.
- To develop and distribute the Annual Decision Day observance.
- To develop and distribute the Annual Spiritual Emphases Week Material.
- To be responsible for the maintenance of office equipment, including computers, copy machines and fax machines; to purchase and restock office supplies.
- To mail out monthly checks for mission aid to ministers and churches as directed by the board and maintain a balance sheet for each mission Episcopal District.
- To respond to questions and requests for information from the department.
- To schedule revivals, workshops and other evangelistic opportunities
- To keep accurate records of all transactions for Evangelism and Home Mission.
- To serve as treasurer: receive allocations, conduct sales and make bank deposits as needed.
- To oversee all full time Evangelists employed and deployed by the Bureau.
- To be available for and travel extensively throughout Zion to access and train as requested
- To represent the denomination ecumenically as it relates to church growth and development

Supervisory Responsibility for: The administrative assistant and the unpaid area staff persons

The Requirements for the Executive Director

SPIRITUAL MATURITY AND VITALITY

Must meet all the biblical qualifications for church leadership. They will need seasoned faith and maturity as demonstrated by many years of consistent and faithful Christian living and service.

PERSONAL MATURITY AND MINISTRY-CONGRUENT CHARACTER

Must be emotionally healthy, resilient, constructive, and wise, demonstrating the personal qualities that mark strong leadership and durability. They will require strong interpersonal skills and should be recognized as a servant-leader, be outgoing and friendly.

FAMILY ALIGNMENT

It is essential that the General Officer be able to balance wisely the responsibilities of home and work.

MINISTRY CALLING AND GIFTING

Should be able to verbalize a sense of God-given calling to vocation. They must have gifts that are strategic to the fulfillment of the position description: leadership, administration, and teaching.

- Master's degree in Theology higher is preferred.
- A minimum of five year in developing programs in Evangelism and Church Growth.
- Comprehensive Strategy for Growing the Church.
- Ability to teach and preach.

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- Proven written and communication skills.
- Proficiency with basic computer skills.
- Proficiency in MS Office with expertise in Microsoft Word, PowerPoint, Quicken and Excel.
- Minimum of five years of experience of professional leadership and management.
- Have a genuine concern for evangelism, discipleship and church growth.
- Ability to analyze and revise operating practices to improve efficiency.
- Ability to manage the fiscal affairs of the office.
- Detail oriented and comfortable working in a fast-paced office environment.
- Exceptional communication skills.
- Superior organization skills and dedication to completing projects in a timely manner.
- All other responsibilities and assignments necessary for the successful completion of the work of the position.
- Maintain Bonding according to the level of the office requirements.