

Job Description

Interim Director of Vision and Stewardship

Leadership Team Vision and Roles

During an interim period, Countryside Community Church (CCC) will be served by a Leadership Team consisting of three co-equal leaders (two ministers and one lay leader) who are called to embody and encourage the faith of the Church to live the transformative adventure of God's love. The Leadership Team (LT) is called to be a highly functioning team that is well supported and connected to an engaged congregation and Church Council. The LT is characterized by skill, synergy, creativity, collaboration, and the accomplishment of goals. Each LT member is mentored, well-supported, challenged, and accountable to the team, the church council, and to the congregation.

- Expectations of all Leadership Team members are to:
- Nurture a healthy spiritual life individually and together.
- Work collaboratively and collegially, sharing the responsibility for healthy Leadership Team connection and function.
- Exercise responsibility, leadership, and authority within their portfolio while consulting with the other LT members, lay leadership, and staff. It is expected that input will be sought and collaboration will occur in each area, but the designated LT member will be responsible for the leadership and ensuring the needs for each function are successfully met and related actions are completed.
- Communicate in a timely and effective manner to individuals and the congregation.
- Develop, support and manage the staff in their areas of responsibility.
- Develop and support the lay leadership of the church including attending Church Council and other meetings.
- Participate in the pastoral care needs of the church.
- Share in the officiation of church sacraments (communion and baptisms) as well as weddings and funerals for participants in our church community (ministers).
- Participate in denominational activities such as conference committees and meetings.
- Commit to professional development, study and prayer to increase faith and to improve skills to continuously improve as a leader, teacher and preacher.
- Be accountable to the congregation through the Church Council, Personnel Committee, and Leadership Relations Committee.

Interim Director of Vision and Stewardship

The Interim Director of Vision and Stewardship has responsibility for the financial health and sustainability of the church, for managing the operations and communications of the church, and for developing strategies, goals and outcomes that embody the Tri-Faith vision of the congregation. A major part of this is a focus on the growth of the congregation. The Director also has responsibility for leading the congregation to live responsibly within creation, sharing with gratitude the gifts we are given. The Director has broad responsibility for staff culture, and for developing, monitoring and reporting to church leaders the effective management and development of all staff, through sound human resources policies and procedures used throughout the organization.

Specific areas of leadership responsibility include:

- Vision
 - Provide leadership to big-picture analysis and long-term planning with other church leadership.
 - Coordinating the Leadership Team meetings and functions. Helping the Leadership Team articulate long term goals, short term objectives, and common understandings and expectations.
 - Report regularly to the Church Council on the progress of each area to meet the tri-faith and congregational vision of the church. Ensure the Church Council understands its role in visioning and ministry implementation and has the training and tools necessary to carry out this role.
 - Communicate the vision and the ways the congregation is achieving that vision to the congregation through various means, including online, written, and the church website.
 - Work with the Tri-Faith Partners to streamline and enhance communication with Partners and the Tri-Faith Initiative.
 - Lead the communications assistant.
 - Responsible for the governance of the church per the bylaws.
- Administration & Operations
 - Responsible for a positive, collaborative, growth-oriented, and spiritual staff culture.
 - Create and manage a performance assessment and development plan to be implemented for all staff; the non-leadership team members of the personnel committee will assess the members of the leadership team. All staff will have an at least annual assessment of their performance and development plan.
 - Liaise with the Personnel Committee Chair; work closely with the committee to ensure they are equipped to do their work, including an annual evaluation of all Leadership Team members.

- Liaise with the Leadership Relations Committee to advise, assist and promote the growth and health of the relationship between the congregants and the leadership team.
 - Responsible for the smooth and effective operations of the church.
- Growth & Stewardship
 - Responsible for strategies and vision to achieve church growth.
 - Liaise with the Growth and Engagement Team.
 - Oversee the finances of the church to achieve sustainability and good stewardship of all our resources – property and financial assets.
 - Lead the Financial Secretary for sound financial procedures and reporting.
 - Lead the Property Coordinator to ensure appropriate enhancement and maintenance of our facilities.
 - Liaise with the Board of Trustees and attend their board meetings.
 - Liaise with the Countryside Foundation and attend their meetings.
- Kindernook
 - Work closely with Kindernook director to ensure alignment on goals, building usage and other operations that affect the church and Kindernook.
 - Oversee development of Kindernook Director.
- Discernment Process
 - Co-lead the discernment process that will guide the congregation to determine the vision of who we want to become, the leadership and governance model we will use, and how to infuse our presence on the Tri-Faith Commons into our vision and ministries, while incorporating organizational agility.
 - Guide and support the search committee for the future settled minister.