

**Executive Director
Full Time Salaried
Troy Methodist Church**

www.troymc.org

June 26, 2025

Primary Purpose: To provide leadership oversight to the operations of Troy Methodist Church to help fulfill our mission of inviting people on a journey with Jesus.

Personal Responsibility: To model the life of a growing follower of Jesus (in accordance with Troy MC's membership covenant) that positively represents Jesus, Troy MC, and the broader Global Methodist Church.

Professional Responsibility: To supervise the administrative, building, financial, and human resource functions of Troy MC and work alongside the Senior Pastor, Church Council, and other staff and volunteers to reach our vision.

Primary Responsibilities:

➤ **Administrative:**

- Oversee the daily operations within the church office
- Maintain or revise procedures, systems, and forms throughout the church
- Research and recommend purchase, lease, or rental of necessary office equipment, computers and software. Negotiate contracts with vendors working directly with the Finance Team and Trustees as needed.
- Coordinate an efficient filing system for all church records.
- Supervise the data processing functions of the church.
- Evaluate and review insurance coverage for building, bus, and any other needs annually. Recommend appropriate revisions.
- Ensure timely completion of Charge Conference & Year End Reports
- Work with staff to ensure computer software data is correct and useful for all ministries.

➤ **Human Resources and Personnel:**

- Assign responsibilities and supervise the Administrative Assistants.
- Attend Staff Parish meetings and provide overall administration and support to the church in personnel matters.
- Maintain a comprehensive personnel record of all employees that tracks sick leave, vacation, PTO, and hours worked per week/per day.
- Set-up, implement, and maintain evaluation system for all non-pastoral staff.
- Administrate and oversee employee benefits to all non-pastoral staff.
- Implement an employee orientation to welcome new staff into the TMC family.
- Maintain Employee Handbook in accordance with applicable employment laws and guidelines. Work with Staff Parish Team to update policies as needed and interpret and communicate changes to all employees.
- Ensure regulatory oversight in all personnel guidelines.
- Prepare/coordinate maintenance of job descriptions.

➤ **Building Management**

- Attend Trustee meetings, take minutes, and provide administrative support as it relates to building management.
- Maintain a comprehensive church calendar including building usage.
- Supervise the Custodial staff including facility and set up needs/issues.
- Coordinate the resolution of building issues, inspections and repairs of the facility.
- Oversee building usage for weddings and funerals.
- Work with Trustees and custodians to achieve a maintenance program that is neat, clean, professional and functional of all buildings.
- Work with Trustees to ensure safety and security in all buildings.
- Work with Trustees to maintain an inventory of all church property and equipment.

➤ **Financial Administration**

- Attend Finance Team meetings and together supervise internal accounting functions and procedures.
- Perform bookkeeping duties and prepare monthly financials for reporting.
- Work with Financial Secretary to ensure the maintenance of online giving records.
- Maintain list of those receiving offering envelopes.
- Work directly with appropriate staff ministry leaders to prepare annual budget.
- Maintain control over purchasing, credit cards, and monitoring cash flow.
- Write, issue, and annually update all policies, which encompass generally accepted accounting principles and internal accounting controls for the operation and administration of the business affairs of the church.
- Maintain relationships with financial institutions in conjunction with the Finance Team, administer banking arrangements and loan agreements, and invest the church's assets as approved by the Finance Team.

➤ **Staff Responsibilities**

- Attend all staff meetings, take notes, and share them with the entire staff.
- Work during the week during open office hours (8:00am – 4:30pm, Monday - Thursday).
- Be a team player willing to carry one's fair share in terms of time, energy, prayer, and resources.

Because of the nature and overall importance of this position, it can be expected that tasks or projects not included in this job description will likely arise and be assigned to you by your supervisor.

Supervision: The Executive Director reports directly to the Senior Pastor and is accountable to the Staff-Parish Team.

Time Commitment: Full time approximately 40 hours/week (30 regular office hours, plus evening hours to attend Council, Finance, Staff Parish, and Trustees meetings and attend other meetings or events as assigned).