



**Executive Director**  
**Kansas City, MO | FULL-TIME (40 hrs. per week)**

The vision of St. James Church is connecting people with God through exciting worship, compassionate outreach, and authentic faith development. This is how we will live out our mandate of connecting people with God. The primary role of the Executive Director is to assist the Senior Pastor in leading the congregation into this vision through operational, leadership, and ministry development. Reporting directly to the Senior Pastor, the Director will translate the vision and strategy into executable action plans for the staff, ensuring that goals are met.

**Essential Responsibilities:**

*Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

**Vision**

- Maintain cohesion and unity between all ministries ensuring all ministries align to the church's vision
- Safeguard the vision by continuous development and implementation through events, programs, discipleship, and life groups
- Empower, encourage, and support disciples and ministries that help the church live into their vision
- Assist senior staff in establishing ministry objectives annually in alignment with the church's annual strategic goals

**Lead/Develop Staff**

- Work with paid staff and ministry team leaders to formulate objectives for ministries that align with the church's vision
- Create and align job descriptions to the mission, vision, and core values of the church holding paid staff and ministry team leaders accountable
- Develop ministry staff and ministry team leaders as team builders, who identify, recruit, equip, and deploy disciples
- Create a ministry evaluation process, implement it with all ministry staff and ministry team leaders, hold staff and leaders accountable to use the process

**Administrative Operations and Organization**

- Assist the Senior Pastor and Leadership Board with budget priorities and ensure wise stewardship
- Consistently evaluate operations, efficiency, and overall effectiveness of the church
- Cultivate and practice a culture of collaboration
- Assume other duties as assigned by the Senior Pastor

**Qualifications:**

- Passionate about ministry that results in impact and transformation in the surrounding Kansas City area
- Demonstrated ability to develop and grow collaborative and productive teams
- Conflict management training and experience is preferable
- A self-starter who is detail oriented with strong organizational and prioritizing skills
- Five to seven year's previous progressive responsible work experience in a similar nonprofit/church setting
- Bachelor's Degree in business or related field is preferred

Salary Range: \$65,000 to \$85,000

Contact Tonya Crompton at [tcrompton45@gmail.com](mailto:tcrompton45@gmail.com)

Closing Date: 11/19/2023