

First Institutional Baptist Church
1141 E. Jefferson St.
Phoenix, AZ 85034
602-258-1998

Title: Executive Minister

Executive Summary

1. First Institutional Baptist Church (FIBC) is searching for an Executive Minister (EM) to effectively act as a change agent in implementing the new church-wide strategic plan.
2. This person will supervise all staff, mid-level directors, and ministries, including paid staff and volunteers.
3. A key purpose of the EM role is to relieve the Senior Pastor of administrative and day-to-day management.
4. The church is transitioning from a flat organizational structure to a hierarchical, team-based model that aligns with the key foundational purposes of the church (evangelism, emancipation, discipleship and worship).
5. This role is both strategic and managerial.
6. Candidates for Executive Minister will lead with a servant's heart, have a visible, growing personal relationship with Christ, and a concern for the lost.
7. The Executive Minister will complement and report directly to the Senior Pastor, who will remain the primary leader, visionary, and teacher of the body.

Our Church

1. FIBC has served downtown Phoenix for 102 years. It is a multi-generational, predominantly African American congregation of approx. 1500 who are drawn from a vastly dispersed area. FIBC has a budget of \$2.2K, approximately 50+ congregational ministries, and an emancipative non-profit arm that serves the homeless and others through its social services ministries.
2. Dr. Warren H. Stewart Sr. has served as senior pastor here since 1977 and continues to lead the congregation in the realization of its God-ordained vision of "Becoming a Discipling Fellowship through Evangelism and Emancipation."
3. FIBC is changing. Following the findings of an outside consulting team, an eighteen-month church-wide assessment was held, resulting in a strategic plan approved on April 15, 2008, that will serve to make FIBC more efficient and effective to do Kingdom work. A major component of the plan is the move to a team leadership model, including the new position of Executive Minister. At the same time, local outreach opportunities are being significantly reshaped due to the upcoming opening of light rail transportation, downtown gentrification, and rezoning of FIBC's surrounding neighborhood.
4. One of FIBC's goals is to attract, retain and assimilate more young adults into the life of the church.

For additional information see <http://fibcaz.org/> and <http://www.fibcoaz.org/>.

The Position

1. The EM will assume overall responsibility for the ongoing refinement and execution of the strategic plan.
2. He/she will manage, coach, mentor, and give direction to the mid-level management team of Directors of Discipleship, Evangelism, Children/Youth, Worship, Emancipation and Operations to ensure that each is equipped to do the same for the staff, functions and/or ministries they oversee.
3. All ministry leaders (with the exception of the Senior Pastor) and volunteers, as well as the Director of Operations, report to the Executive Minister.
4. He/she will assist the mid-level management team in the ongoing assessment, refinement and/or development of ministries that are responsive to needs and opportunities for church growth, in alignment with the church Vision.
5. The EM will be responsible for the integration of all ministry departments and teams into a strategic, unified and harmonious whole.
6. In conjunction with the Trustees, he/she will have responsibility for the coordination of budget planning and financial management at all levels.
7. The EM will develop a volunteer process that effectively utilizes the gifts, skills and talents of lay members, including training of volunteers and ministry leaders.
8. He/she will develop an effective accountability process for the staff and ministries that is biblically sound and directly tied to standards and goals that are measurable and obtainable.
9. He/she will assist ordained and program staff in developing both individual and corporate goals and objectives for their ministries, creating processes for evaluation and procedures for accountability
10. He/she will ensure that staff, facilities, policies, procedures and programs are appropriately and effectively aligned to meet the church's strategic goals.
11. The EM will oversee the training and professional development of the staff.
12. He/she will maintain and promote effective lines of communication between the Senior Pastor, governance ministries, staff and congregational ministries.

The Person:

1. Exhibits a Christ-like character that leads/follows with integrity, humility, compassion, and selflessness.
2. Has experience successfully managing complex organizations, particularly difficult organizational change.
3. Possesses an inherent desire for accepting major challenges, developing clear measurements & feedback mechanisms, and meeting commitments through persistence and results.
4. Demonstrates the strategic/tactical leadership skills to lead the development of plans and objectives.
5. Possesses strong interpersonal/relational skills to effectively implement that plan.
6. Demonstrates strong team management skills to successfully develop and empower people.
7. Is able to establish and maintain excellent working relationships with the Senior Pastor, paid and volunteer staff, lay members, ministries, deacons, trustees, and partners that result in a unified and cohesive team.
8. Must be process-driven and organized.

9. Demonstrates knowledge, skills and abilities in accounting principals and budget development and implementation.

Education/Experience

- Minimum of a Bachelor's degree in a discipline related to church ministry, or a comparable relevant degree
- Minimum five years experience in direct management of staff (prior experience in a multi-staff church setting is preferred).
- Graduate or seminary degree strongly preferred
- A solid biblical and theological foundation in mainstream Christianity

Salary: \$60,000 - \$75,000 plus church benefit package

To apply, obtain a detailed description of this position, or for additional information, please contact: Human Resources Committee – First Institutional Baptist Church 1141 E. Jefferson St. Phoenix, AZ 85034; electronically you may e-mail your letter of interest and resume to: Kim.stroman@fibcaz.org