

Ministry Director

FULL-TIME | SALARIED | EXEMPT | ADMINISTRATIVE

Revised September 2026

PURPOSE

The Ministry Director provides confidential administrative leadership to the Lead Pastor, Associate Pastor, and Elder Board, exercising judgment and discretion over the church's administrative operations, policies, and volunteer ministry teams.

PRIMARY DESIRE

For church leadership to have a trusted administrative leader who can establish policy, manage budgets, and direct volunteer teams with sound judgment, freeing them to focus on leading the church and ministering to people.

QUALIFICATIONS

- A believer in Jesus Christ who supports the statement of faith, mission, core values, ministry philosophy, and policies of Faith Bible Church.
- Knowledge of office-management systems and procedures, including proficiency with Microsoft Office, church-management software, Planning Center, and cloud-based applications.
- Technical proficiency and problem-solving skills related to common office technology, communication platforms, and printing, as well as sound judgment in developing policies, managing volunteer teams, and administering budgets.
- A bachelor's degree is preferred but not required.

GIFTS AND ABILITIES

- Strong verbal and written communication skills.
- Exceptional organizational skills and careful attention to detail.
- Ability to manage a high volume of tasks and projects with limited supervision, establishing priorities and following through on assignments in time-sensitive situations.
- A high level of integrity and discretion in handling confidential information.
- Ability to exercise sound judgment on matters affecting church operations, volunteer teams, and ministry budgets.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Partner with the church leadership to research, draft, and help establish administrative policies and procedures for the church as it grows, exercising independent judgment in recommending the best course of action.
- Recruit, organize, and provide ongoing guidance and direction to volunteer ministry teams (including Ushers, Greeters, Coffee Team, Benevolence, and Welcome), setting expectations and using independent judgment to resolve day-to-day issues within each team.
- Develop, manage, and monitor the annual budget for each volunteer ministry team, and authorize expenditures for assigned ministry areas within the limits of the Church Handbook and approved budgets, without needing case-by-case approval from leadership.
- Broad management of church calendar and facility usage, including resolving scheduling conflicts and setting priorities using independent judgment.
- Direct the part-time receptionists in the execution of their daily functions, and, as the church adds Administrative Assistant staff, oversee that team's daily work, scheduling, and performance.
- Complete a broad variety of administrative tasks, including congregation specific communication, special projects, presentations, and reports, while conserving leadership's time by researching and preparing documents, gathering information, and tracking commitments.
- Serve as liaison to the congregation's deacon team.
- Perform other duties as assigned by church leadership.

ACCOUNTABILITY

This position reports directly to the Lead Pastor, Associate Pastor, and Elder Board.

PHYSICAL DEMANDS

Regularly required to remain in a stationary position at a desk or computer workstation for extended periods; occasionally required to move about the church office and facility, including standing, walking, bending, kneeling, and reaching; and occasionally required to lift and/or move items up to 25 pounds (such as event supplies, boxes, or tables and chairs).