



POSITION DESCRIPTION: EXECUTIVE DIRECTOR

Identity

The Church of the Incarnation is a Gospel-centered Anglican church in downtown Harrisonburg, Virginia.

Vision

We seek the glory of God and the good of the city through the gospel of Jesus Christ.

Core Values

Gospel: We gather around the magnetic center of Jesus Christ. Through his life, death, and resurrection, God's kingdom has arrived on earth to renew all things—our relationship with God, ourselves, others, and the world.

Personal Transformation: We help people respond in faith to the new reality that the Kingdom of God has arrived in Jesus and to learn the practices of spiritual formation: renewing minds, reordering priorities, reshaping habits, and redirecting work.

Community Formation: We live as a community of friends extending personal care to one another across generational, ethnic, and cultural lines.

Public Faith: In being honest and transparent about our faith, we endeavor to be relationally winsome, accessible, respectful, humble, and loving, even when it requires courage for us to announce the gospel.

City Vision: With all the resources of our faith and life, we work sacrificially with others to build a great, flourishing city for all people.

Mercy and Justice: We seek to protect the weak and vulnerable, to take up their injustice, and show compassion while also seeking remedies for structural evil and institutional injustice.

Cultural Renewal: We equip people in their various vocations to enter into culture as faithful stewards of the world because we share in God's yearning for all of culture to be redeemed and renewed.

Church Planting: We use the resources that God has given us to start and support new churches, because the local church is the primary agent of God's kingdom.

Gospel Movement: We want to be a catalyst for a movement of the gospel in our city and region that is a dynamic set of interactive relationships between gospel centered churches, a variety of specialist ministries, as well as many other institutions, non-profits, organizations, and companies united by a common vision and a spirit of cooperation.

Job Description: Executive Director

Supervisor: Aubrey Spears, Rector

Hours: Part Time (25–30 hours per week) or Full-time

Compensation: If PT, compensation is hourly. If FT, compensation is salary with benefits

Start Date: Early fall 2021 (preferably, August 15)

Qualifications

- Loves God, has a robust devotional life, takes prayer seriously, and has a heart for worship.
- Loves God's Word and studies it carefully
- Loves God's people and is committed to parish ministry.
- Holds doctrine consistent with the Thirty-Nine Articles and the Jerusalem Declaration.
- Is a meek, warm, hospitable, flexible, and loyal people person.
- Is a confident self-starter with a strong work ethic.
- Is a motivating, prayerful, and humble servant leader with strong relational skills, the proven ability to lead teams to accomplish important tasks, the ability to delegate, and the ability to see the big picture.
- Has strong organizational, administrative, and problem-solving skills.
- Has experience with general office management.
- Has general understanding of budgeting procedures.
- Can love and understand Harrisonburg.

Responsibilities for Part-Time Position

Chief of Staff — Lead the staff to implement the vision of the church in ways that are consistent with our core values. Meets with each staff members at least monthly to review ministry plans, to ensure operations are being performed efficiently and effectively, and to maintain focus on the church's strategic goals. Meets throughout the week with the Rector to discuss and strategize upcoming events, developing needs of the church, and staff leadership (staff retreats, personnel issues, staff growth and development, etc). Your Direct reports will be the Parish Administrative Assistant, Events and Media Coordinator, Bookkeeper, and Janitor. Other staff members may be assigned to you.

Rector's Executive Assistant — Coordinate the Rector's schedule and administrative needs.

Communication — Oversee all communication plans; both internal between staff and external with the church and broader community.

Volunteers — Ensure that all church volunteer groups are functioning well.

Facilities — On behalf of parish council create and oversee the policy, procedures, and general use of our church building.

Human Resource Liaison— Serve as the staff's human resources liaison, bringing issues to Rector and, prepare reports for the Parish Council Human Resource committee. Oversee the Human Resource Manual. In consultant with Rector, approve and keep record of the staff vacations, personal leave, and human resource documents.

Liaison with Bookkeeper and Budget — Work with Bookkeeper to review invoices, noting unusual expenses, and securing its approval. Work alongside the Rector and Treasurer to prepare the annual budget by coordinating with staff and overseeing all yearly ministry budgets.

Diocesan Liaison — Serve as liaison with diocese on administrative matters, enlisting help from staff and the Parish Council as needed.

Other Duties as Assigned by the Rector

Responsibilities for Full-Time Position

In addition to the above Part-Time responsibilities being more fully developed, the Full-Time version of this job will also include:

Programs — Lead the execution of church programs and meetings, including Essentials, Welcome Lunch, Alpha courses, Annual Celebration, and other ministries and events.

Events — Assist staff and clergy to plan and prepare for large-scale events by facilitating ministries and staff coordination, including Funerals and Weddings.

Fiduciary — Update and keep all current staff position descriptions. Assist the Parish Council and Rector in making recommendations for annual compensation and employee benefits package. Coordinate and ensure administration of payroll and retirement benefits.

Broader Church Duties

- Develop relationships with ACNA counterparts in our region and beyond.
- Attend Diocesan and ACNA conferences and meetings.
- Develop relationships with local church leader counterparts from other evangelical traditions.

Personal Habits

- Consistently and regularly study the Scriptures and devote time to prayer and worship.
- Maintain a steady rhythm of work and rest, preserving time for family and leisure.
- Cultivate and maintain deep, healthy friendships.
- Seek to make your home a place of hospitality for others, especially the vulnerable and marginalized.

To Apply

Submit your resume to Beth Nealon (parishadmin@theincarnation.org). We will not contact your current employer without your permission.