

EXECUTIVE PASTOR JOB POSTING

Binkley Baptist Church in Chapel Hill, N.C., seeks a part-time (30 hours per week) Executive Pastor to manage the operational aspects of the church (administration, facilities, finance, technology, and security) and to partner with the Senior Minister to provide pastoral care to church members. Binkley is a diverse, progressive, and welcoming and affirming congregation. The incumbent will partner with staff to achieve the church's mission to build a compassionate and joyful community, freely exploring spiritual paths, and pursuing justice and peace in the way of Jesus.

An ideal candidate will have earned a Master of Divinity and will have supervisory experience. The incumbent must have at least 5-7 years' experience at a church, non-profit or for-profit organization in a role with similar scope and responsibilities.

RESPONSIBILITIES

Personnel Management

1. Supervise the positions of Office Manager, Facilities Manager, Finance Coordinator, and provide oversight to independent contractor (bookkeeper) and volunteers supporting Binkley's security and technology infrastructure. Supervision shall be in accordance with Binkley's personnel policies, practices, and procedures.
2. Assure the church's compliance with federal and state labor laws.

Financial Management

1. Oversee maintenance of church financial records including contributions, fees, gifts, expenditures, and payroll.
2. Ensure that back-up copies of electronic records are created, filed, and maintained with each budget update, quarterly or more often as needed.
3. Assist Finance Committee in developing annual budget.
4. Oversee building use scheduling, the billing of building user fees, payments, and recording.
5. Develop proposed annual office budget.
6. Review and process all requests from insurance carrier including annual workers compensation audit for Binkley Church.
7. Maintain all employee payroll and benefits records including vacation, sick leave, Flexible Spending Plans, and retirement programs.
8. Assist Treasurer, Financial Secretary, Budget Director, Chair of Finance Committee, and Building Use Chair as requested.
9. Work with the appropriate committees in planning and promoting the annual church stewardship campaign and capital fund drives.
10. Ensure all tax reports (941, W-2) are promptly paid and timely filed.
11. Work with Church Council to review and approve all contracts entered into by the Church for goods and services.

Properties Management

1. Supervise the Facilities Manager.
2. Address issues that arise related to preventive maintenance and repairs of church property including HVAC, plumbing, electrical, etc. Serve as point of contact for building users when facilities issues arise.
3. Develop and administer policies and procedures concerning the use of all church properties, and facilities in conjunction with the Building Use Committee.
4. Work with staff and organizations in coordinating the assignment of classrooms and church facilities for meetings and activities. Responsible for the church master calendar for both internal and external users of the property.
5. Evaluate periodically the insurance needs of the church and reporting to the Finance Committee.
6. Oversee the security of the church including managing the security system.
7. Maintain an inventory of church property and equipment.
8. Coordinate with Church Safety Team and ushers to maintain / develop safety protocols as needed.

Office Management

1. Supervise the Office Manager.
2. Give general direction regarding the operation of the church office.
3. See to the maintenance of all office equipment and computer systems.

4. Administer the church office budget and building and grounds maintenance budget, including utilities and contract services.

Technology

1. Coordinate with church volunteers to procure, repair, and replace technology hardware and software.
2. Partner with staff, independent contractors and volunteers regarding configuration, administration, integration and security of mission critical hardware, software, web applications, and network systems.
3. Provide basic support for church staff and serve as liaison with system vendors. Coordinate with church volunteers for more complex support needs.
4. Partner with church volunteers to create annual technology budget.
5. Collaborate with church staff, independent contractors, and church volunteers to maintain accurate and up-to-date documentation of technology systems configuration and use to support sustainability and employee transitions.

Pastoral Care

1. Partner with the Senior Minister to meet the pastoral care needs of the congregation (including but not limited to home visits, hospital visits, spiritual guidance and counseling, and crisis management.)
2. Collaborate with the Senior Minister to support the lay ministers in the Diaconate in providing congregational care.

SUPERVISORY RESPONSIBILITIES

Facilities Manager, Office Manager, Finance Coordinator, Bookkeeper (independent contractor)

QUALIFICATIONS

Education	Master of Divinity
Experience	At least 5-7 years' experience at a church, nonprofit, or for-profit organization in a role with similar scope and responsibilities. Supervisory experience required.

The salary range for the position is \$42,00-\$47,000. The incumbent will be eligible to participate in the church's medical and retirement benefit plans.

Qualified candidates should email a cover letter and resume to careers@binkleychurch.org.