



Job Description

EXECUTIVE MINISTER

DATE: January 2026

REPORTS TO: Senior Pastor

CATEGORY: Regular / Full-time

FLSA STATUS: Exempt

OVERALL RESPONSIBILITY: To provide collaborative oversight of general church operations, supervision and equipping of paid and volunteer staff, program coordination, oversight of financial and administrative activities, and staff support to specific committees/teams as a resource for program planning, equipping and support.

AREAS OF CALL:

1) Staff Supervision

Provide supervision, support and training for leadership staff and other paid and volunteer staff in various ministries, ensuring coordination of staff priorities with the respective ministry teams; oversee the operations and Director of the Fremont Nursery School.

2) Personnel

Serve as staff liaison with the Personnel Team; coordinate the overall human resource functions (employment offers, compensation program, etc.); coordinate the staff evaluation process; assist with staff development and retreat activities; coordinate staff needs with the Personnel Team and recommend budget and policies to the Personnel Team.

3) Finance and Administration

Oversee the financial and administrative activities of the church through support staff (Accounting Supervisor, Church Administrator, etc.); facilitate the budget development process; review all disbursements; review financial reports; recommend investment actions to the Finance Committee; recommend accounting/financial policies; facilitate the formation of Session and congregational meeting agendas; coordinate the formation and implementation of Session policies; review and coordinate congregational communications, including oversight of the Fremont newsletter and publishing of Fremont brochures; coordinate the annual program calendar; act as resource to the Finance Committee; act as staff resource to the Wills and Bequests Team.

4) Leadership Development, Team Support, and Officer Training

Identify and implement programs that provide for the personal and leadership development of lay leaders. Encourage the development of ministry teams and their engagement in ministry leadership; provide accountability for approval of team leaders by the Session. Resource the work of the Nominating Committee through input for potential nominees; facilitate the training of nominated elders and deacons; coordinate the examination of new officers.

5) Program Coordination and Leadership

Work closely with Pastor, Session and staff to implement ministry priorities and programs;

facilitate (with the Pastor) semi-annual Leadership retreats; oversee the scheduling and balancing of ministry programs; assist in program evaluation based on the church mission statement; respond to various needs, pursue special projects that have a high visibility or potentially significant impact in the life of the church; represent the church in both internal and external communications and activities; participate in worship planning and service coordination.

6) Communications

Accountable for the internal and external communications program, managed by the Communications Director and the Communication Ministry Team, including weekly bulletins, newsletters, magazine, website, social media, print and radio advertising, etc.

7) Capital Development

Accountable for the planning and development of a Capital Master Plan when capital upgrade or expansion is approved by the Session; assist in the recruiting of various teams and committees required by the master plan; facilitate communication and decision-making with consultants, planners, architects, city representatives and builders where required.

8) Nursery School

Oversee the operations of the Fremont Nursery School through supervision of the Director, including development of the budget, administration of salaries and teacher contracts, and ensuring the ongoing connection to the mission and ministry of Fremont.

EVALUATION:

This position is evaluated annually by the Pastor and the Personnel Committee, who meet together with the Executive Minister for an interview.

DIRECT STAFF SUPERVISION

Church Administrator
Minister to Students and Families
Minister to Children and Families
Minister of Music and Worship Arts
Minister of Modern Music/Tech Director
Executive Assistant
Director Nursery School Director