

# JOB DESCRIPTION

GRACE COMMUNITY CHURCH | GRACE STEWARDSHIP



Job Title: Stewardship Director

Reports to: Senior Pastor

Type: 24 hours per week (3 days per week)

Schedule: Varies, mixed office hours, weekend/evenings

Compensation: TBD

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## OUR CHURCH VISION AND MISSION

### VISION: DAILY GRACE

People everywhere experiencing and sharing the grace of Jesus in their daily lives.

### MISSION: ABIDE AND RESPOND

Helping people experience the grace of Jesus in daily life by learning to abide and respond at all times and in all places, so that we can glorify God and enjoy Him forever.

## OVERVIEW

We are looking for a Stewardship Director who will be responsible for the oversight of GCC facilities, systems and processes e.g. IT systems & infrastructures, finance and business accounting, church infrastructure and supplies, corporate and business records, compliance and other audits, HR, GCC building and other physical assets, legal and governance processes. This role is also responsible to provide leadership, coaching and development to the staff and volunteers that perform these functions and provide strong vendor management where outside vendors are used. Leads the short and long terms plans in the respective areas above. Participates as a member of the Executive Management Team to set direction, ensure alignment and collaboration on strategy and operations

## PERSONAL SITUATION

Kind and warm-hearted, but results-oriented and passionate. Should be able to relate to those in a variety of life situations and sympathize with them. Christ like generosity is a non-negotiable. Must live out true stewardship personally in all areas of life. If married, should have a solid, God-focused marriage and family life.

## PRIMARY PURPOSE OF POSITION

- Key advisor to the Sr. Pastor for HR, Finance, and other Stewardship areas
- Ensures smooth and accurate Finance and Business processes and systems across all ministries and departments
- Protects records and assists through good business practices and preventive maintenance

## KEY RESPONSIBILITIES

### CAMPUS IT SYSTEMS & INFRASTRUCTURE (NETWORKS, ETC.)

- Business systems
- Personal computing
- Internal data networks
- Facilitate incorporation of ministry-specific AV/IT into Campus IT infrastructure
- Telephone, radio, Internet and any other communication systems
- Printers, copiers and similar business devices
- Related purchased services & contracts

### FINANCE & BUSINESS ACCOUNTING

- In-house and/or out-sourced financial records, transactions, accounting
- Related purchased services
- Related banking and accounting firm relationships
- Taxes
- Giving records (and reporting to contributors)
- Yearly budgeting process
- Facilitate, with Elder and RAFT input, and budget requests from other departments development of the yearly budget

### OFFICE INFRASTRUCTURE AND SUPPLIES

- Office supplies & equipment
- Campus reception services & procedures

## **CORPORATE AND BUSINESS RECORDS, RELATIONSHIPS AND RELATED PURCHASED SERVICES**

- Insurance
- Necessary audits and government relationships
- Legal

## **BUILDING AND MAINTENANCE**

- Houses & apartments
- Building, Grounds and Vehicles Maintenance and Upgrades
- Repair and maintenance projects and planning
- Upgrade project management
- Outsourced services
- NOTE: See “Facilities Operations” under Campus Pastor – collaborate/support Campus Pastor where needed

## **GOVERNANCE & RECORDS**

- Constitution, policies, manuals, handbooks, etc.
- Congregational voting

## **HUMAN RESOURCES**

- Insurance, payroll, policies, etc., and related purchased services
- Performance management & hiring/salary recommendations to Lead Pastor
- Develop and maintain staff salary and benefits guidance for use by all departments

## **OTHER DUTIES**

- Other duties as assigned

## SKILLS AND EXPERIENCE

### REQUIRED

- 10+ years of accounting/finance and business administration experience
- Observant, confident, highly-organized, decisive, detail-driven, planner, structured, personable
- Strong people management and development skills
- Proficient with MS 365 products
- Highly collaborative and team oriented
- Agree with Grace's core values and statement of faith
- Become a member of Grace Community Church within 6 months of employment

### TO APPLY

Please send a cover letter and resume to the email address below.

### CONTACT INFORMATION

[jobs@graceinauburn.com](mailto:jobs@graceinauburn.com)

### NON-DISCRIMINATION POLICY

GCC is an equal opportunity employer and does not unlawfully discriminate against employees or job applicants on the basis of race, color, sex, age, national origin, marital status, physical or mental disability, veteran status, or any other status or condition protected by applicable state or federal law. As a religious institution GCC is permitted and reserves the right to prefer employees on the basis of religion and religious beliefs consistent with GCC's beliefs (Title VII, Sections 702-703, United States Civil Rights Act of 1964 as amended).