



Job Description

POSITION: Executive Director

REPORTS TO: Lead Pastor

STATUS: Full-Time, Leadership, Ministerial, Salaried

Summary:

The Executive Director takes Vintage Church's mission and vision and builds the people, teams, and systems that turn them into reality. This is a builder-and-integrator role: the person who turns vision into actionable plans, drives initiatives to completion, and owns the church's operational health. The Executive Director should love building scalable systems, developing leaders who lead leaders, finishing what gets started, and winning as a team. As a key leader of the staff team, the Executive Director is fully present and engaged on Sundays, helping lead the teams that execute our services, encouraging volunteers, and modeling relational connection with the church family.

Qualifications:

- **Character.** Growing member of Vintage Church who meets the qualifications of a deacon in 1 Tim. 3:8-13.
- **Compatibility.** Embodies the values, philosophies, and culture of Vintage Church.
- **Chemistry.** Joyfully and effectively works within the organizational structure of Vintage Church.

Primary Responsibilities:

- **Execution:** Own the operational execution of Vintage Church's ministry plan.
- **Staff Leadership:** Lead, manage, and develop assigned staff and their teams with coaching and accountability.
- **Vision Integration:** Take ideas and initiatives from the lead pastor, filter and sequence them, and convert the right ones into resourced, scheduled, and completed work.
- **Leadership Pipeline:** Build the volunteer and leadership systems that allow every ministry to multiply leaders, not just recruit helpers.
- **Team Integration:** Serve as the integration point across departments—resolving cross-team friction.
- **Gap Ownership:** When a ministry area lacks an owner, serve as its default owner until one is named.

Competencies:

- **Culture Champion:** Embodies and promotes the church's values, standards, and culture.
- **Strategist:** Anticipates needs, identifies opportunities, and creates plans to achieve mission-aligned goals.
- **Developer:** Compelling and compassionate leader who thrives in volunteer-oriented ministry, works effectively with varied personalities, and equips and empowers others to grow in skill, character, and calling.
- **Steward:** Oversees resources with integrity, transparency, and accountability.
- **Shepherd:** Cares for the spiritual, relational, and personal growth of those they lead, serve, or minister to.

Vintage Church staff members are expected to model flexibility, a willingness to take part in church activities and initiatives that may be outside their normal day-to-day responsibilities, and servant leadership in their positions at all times.

To apply for this job, please send a resume to hudsong@vintagechurchaz.org with the subject line: ExecutiveDirector_LastName.