



## **JOB OPENING – CHIEF OF STAFF**

### **Overview:**

The Chief Of Staff (COS) has a deep love for Jesus Christ and His people. The COS is responsible for overseeing New Beginnings' Office and Daycare Staff, the Community Life Center Staff, as well as the Administrative Department ministry volunteers, all under the direction and supervision of the Executive Minister and Senior Pastor.

### **Prerequisites:**

An active Member of New Beginnings Church (attends Sunday Worship Service, Bible Study, Life Group and Church Sponsored Events)

Completion of New Beginnings Institute

Must be a Tither at New Beginnings Church

Commitment to One Year of Service

Approval and/or Recommendation of Pastor and First Lady

### **Preferred Spiritual Gifts:**

Administration	Service/Helps
Exhortation	Wisdom
Leadership	Teaching

### **Skills/Qualifications:**

- A mature walk with Christ, evidenced by a strong and well-articulated testimony, personal spiritual discipline, consistency in public and in private, a commitment to moral purity, healthy relationships with others, and healthy relationships with spouse and family (if married).
- A shepherd leader who is able to generate, contribute to, and maintain good team chemistry in an environment of constant change. Strong manager, team builder, and staff developer.
- A strategic planner and global thinker.
- Not just a problem solver, but energized by problems.
- Grace oriented, discreet and compassionate. Does not seek conflict, but uses conflict as an opportunity to build understanding and unity among people.
- Ability to execute the vision and strategy by developing specific goals, and leading the staff to act on those goals.
- Exceptional oral and written communication skills
- Effective organization skills
- Ability to get things done-results driven.
- Connector – Someone who can connect the dots across the staff.
- A true professional – exemplary work ethic, proactive, energetic and dependable.
- Proficient knowledge of Microsoft Office Suite, including Outlook, PowerPoint, Word and Excel, Fellowship One
- Ability to work in a fast paced environment
- Adaptive to change
- Work independently with little direction
- In agreement with the NBC's vision, doctrine, mission and values.

### **Core Responsibilities:**

- Leads and manages the staff. Determines the frequency, and nature of all-staff meetings and events. These all-staff gatherings will be designed for the purposes of team-building, equipping, transfer of vision, and ministry coordination. Coordinates agenda for staff meetings.
- Assists in recruiting and hiring staff and volunteers for the administrative and executive areas.
- Organizes staff retreat, conferences. Oversees projects. Conducts research.
- Translates the strategic plan into the annual staff operating plan. Ensures that departmental and individual goals and priorities match church-wide goals and priorities.
- Proposes the creation of new systems and processes to streamline operations.
- Meets regularly with all direct reports. Ensures staff health, organization health, and progress towards goals and objectives.
- Ensures that the organizational structure aligns with the strategic plan. Ensures that duties and job assignments are aligned to maximize the skills, gifts and talents of the staff.
- Ensures the implementation and ongoing administration of a performance feedback system for all staff.
- Identifies where systems and procedures are needed to improve the effectiveness and efficiency of the staff.
- Regular reviews human resource policies, procedures and programs, and presents recommendations to the Executive Minister.
- Supervisors the Office Manager, the Human Resource Specialist and the Bookkeeper.

In addition to the aforementioned responsibilities, the COS will support the Executive Minister and Senior Pastor as needed. Responsibilities may change based on the needs of the organization, or as delegated by the Senior Pastor or Executive Minister.

### **Additional Expectations:**

The Chief Of Staff (COS) must exhibit an attitude of service, ministry and understanding of his assignment. The COS is a witness to each individual with whom they encounter. The COS is a representative of New Beginnings Church and must exhibit the core values, mission and vision of New Beginnings at all times. The COS must demonstrate proven ability to create and maintain a strong sense of community among the staff, a deep commitment to the growth and protection of the Church, a passion for personal and team spiritual growth, and a loyalty to Senior Leadership.

The COS is to maintain the confidentiality of all church business including, but not limited to financial records, staff meetings, member related information, vendor/contractor information, and office procedures.

### **Qualifications**

- BA required, degree in a ministry related area or business area preferred.
  - Minimum of 10 years as a committed Christian.
  - Minimum of 5 years management experience.
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