



HILL COUNTRY

BIBLE CHURCH

JOB DESCRIPTION

EXECUTIVE DIRECTOR OF ENABLEMENT

Job Classification: Full Time; Ministerial Exception

Date: January 2023

SUMMARY

Provide strategic, organizational, and relational leadership to the central support ministries of Hill Country (lead, envision, and manage the Senior Director of People, HR, Staffing, Finance, IT, and Facilities) to ensure each is enabling effective, healthy, and aligned ministry across the organization. Serve on the Executive Team of Hill Country to move us forward in becoming a movement of changed lives as we empower staff and lay leaders to implement the mission and vision of the church as articulated by the elders.

OUTCOMES - SUCCESS IN THIS POSITION WILL RESULT IN:

1. Hill Country's **mission, vision, and values** are championed, prioritized, and owned by ministries under your care; together, we are becoming a movement of changed lives that impacts Greater Austin and beyond for Christ.
2. **Strategic Plans and Church Goals** are accomplished through clearly defined **Ministry Purpose and Plans**
 - a. Staff takes ownership to align and define their yearly activities and commitments towards these goals; they receive clear direction, feedback, and evaluation with accountability
 - b. There is a spirit of joy, teamwork, and collaboration as ministry wins and life-change are celebrated
 - c. Together we are:
 - i. Living out the Great Commission of Jesus to make disciples who make disciples
 - ii. Saturating our geography with the love of Jesus (personal evangelism through a BLESS approach)
 - iii. Equipping and developing leaders (Eph. 4 model of ministry)
 - iv. Expanding growth and impact – the gospel reach impacts Greater Austin and beyond
3. Annual Budgets and best practices ensure the church is fiscally sound, stewarding God's resources well and operating with integrity
4. Strategic leadership and proactive forecasting keep us forward focused; a multi-year facilities, finance, tech, and people strategy is built to accomplish saturating Austin
5. Competent, missionally-minded, and spiritually qualified staff are recruited, hired, and retained. Staff morale is high as you cast vision, lead relationally, provide opportunities for personal, spiritual, and professional development
6. "One Church" across locations is prioritized and advanced – locations are aligned, healthy, and growing; Hill Country has a strong, positive reputation of trust and care in our community
7. Facilities are strategically utilized as resources to impact our community for Christ in a safe, secure, sustainable, and efficient manner
8. Technology systems fully enable the complete expression of our ministries in a safe, secure, sustainable, and efficient manner while prioritizing and preserving the user experience

MAJOR RESPONSIBILITIES AND ACTIVITIES:

1. Serve on the Executive Team that runs the overall operations of the church; leverage and hone gifts of strategy, walk in step with the Spirit, clearly see reality, and address challenges for future growth and impact (see summary, above)
2. Own the mission, vision, and values of the church as you set direction and envision staff in your care, under the leadership of the Senior Executive Director, Lead Pastor, and Elders
3. Ensure effective collaboration across the executive team so that all locations and ministries are aligned and the people we lead and serve receive care that prioritizes opportunities for life-change and spiritual growth
4. Lead the development and administration of Church Policies and Procedures; ensure compliance to all legal, IRS, local and federal government regulations; build long-term strategic plans for people development and management
5. Lead and manage the yearly planning process and MPP's to ensure the means and methods for accomplishing strategic plans and church goals are understood and carried out by the teams in your care
6. Ensure the Enablement Team is shepherded for their well-being and for productivity in their positions
7. Conduct regular 1:1's with your direct reports, lead team meetings, yearly reviews/evaluations; teach and train in a variety of settings/meetings (Unite Staff meetings, Week of Prayer, Staff Development, and more)
8. Design, leverage, and drive data-driven decision making to best serve people; ensure your teams are fully utilizing our Church Management System (TouchPoint) to shepherd and care for people, helping them take next steps
9. Understand, engage, and live out Church Goals: Disciple Making, Gospel Saturation (BLESS approach), Leadership Development, and Growth and Impact
10. Develop and monitor the overall church budget (along with specific budgets for the ministries in your care); elevate concerns to the Executive Team; make recommendations; take corrective actions as needed
11. Ongoing collaboration with all ministry leaders; build relationships and trust with key influencers and high-capacity leaders in the church and community; be available to serve, teach, and lead in various capacities as needed

CANDIDATE MUST HAVES (WHAT YOU'LL NEED):

1. 10+ years Leadership Experience in Senior Management or similar (marketplace or church) carrying out vision, managing people, and leading teams; if staff experience is marketplace only, must also have 5+ years of church lay leadership in a key role; preference for large church, multi-site experience.
2. High relational bandwidth (ability to influence, inspire, and bring others along) with a strategic thought process
3. Ability, experience, or aptitude for understanding finance, facilities, and HR functions (all aspects of people management); life-long learner who will continue to grow and adapt to meet the demands of reality
4. Proven ability to execute plans, track for growth, and accountability, and work well in a highly matrixed organization
5. Sees themselves as an owner of the mission, vision, and values of Hill Country Bible Church
6. Theologically aligns with the core beliefs of HCBC and becomes a church member within 3 months of hire

CULTURE AND CLIMATE:

1. Position reports to Senior Executive Director and supervises the Enablement/Support Ministries (Senior People Director, HR, Staffing, Relational Equipping, Finance, Facilities, and IT)
2. Staff culture is goal-oriented, collaborative, with accountability, priority of discipleship and personal evangelism
3. Core Values: Responding to God's Word, Engaging Generations, Celebrating Life Change, Thinking Beyond Ourselves, Loving our Neighbors