

BRIDGE CITY CHURCH JOB DESCRIPTION

Job Title: **Business Director**
Department: Leadership
Job Classification: Part-time (20 hours per week)
Approved by: Lead Pastor / Elders

ROLE

The Business Director leads teams of people who provide administrative support to the Lead Pastor and church that advances the mission of the church to make fully devoted followers of Jesus.

WIN

All systems, structures, and events of BCC are being executed with excellence, efficiency, and a greater effectiveness. There will be an increasing amount of people being added to the church, actively being disciplined, leaders growing in number and effectiveness resulting in more income being generated.

RESPONSIBILITIES

- Providing assistance and support to the Lead Pastor to see BCC's vision and mission accomplished
- To provide leadership and oversight for the operational structures, systems, and personnel that handle the finances: budgets, audits, accounting and bookkeeping
- To oversee the Facilities Directors, Office Manager, Finance Director, IT Director, HR/Accounting Lead and Events Director
- Provide support and oversee all processes and procedures to Campus Administrators, Next Steps Coordinators, Production and all support services
- Assisting all Campus Pastors, Team Leaders, Coordinators, and Directors in building highly effective and efficient teams
- To attend Elders and Executive meetings as requested. Fulfills directions of this team
- Attending and participating in staff meetings, leadership connections, and training opportunities inside and outside of BCC

REQUIREMENTS

- Is a mature follower of Jesus, serves their family well, serves in passion-driven, gift-aligned ministry, member and tithes to Bridge City Church, gives to missions, and exhibits the characteristics of a deacon (1 Timothy 3:8-13)
- Passionate about order and providing administrative support
- Excellent people, delegation and management skills
- Ability to plan, strategize, design, and organize people, programs and teams
- 3 years of people management experience preferred

REPORTS TO

Lead Pastor with a dotted line to the Elders and Executive Team