Executive Minister for Operations, Stewardship, and Finance
Middle Collegiate Church
(Reformed Church in America/United Church of Christ)
middlechurch.org

Middle Collegiate Church seeks a passionate, organized, theologically progressive professional with a compassionate spirit and heart for God and God’s people to serve as Executive Minister for Operations, Stewardship, and Finance in our multiethnic, multicultural, fully inclusive and growing congregation of more than 1,300 members.

Our Vision: Middle Collegiate Church is a multicultural, multiethnic, intergenerational movement of Spirit and justice, powered by Revolutionary Love, with room for all. Following in the Way of Jesus’ radical love, and inspired by the prophets, Middle Church is called by God to do a bold new thing on the earth. We aim to heal the soul and the world as we dismantle racist, classist, sexist, xenophobic, and homophobic systems of oppression.

Because our God is still speaking in many languages, we work in inter-religious partnerships to uproot injustice, eradicate poverty, care for the brokenhearted, and build the Reign of God on earth. This activism is fueled by our faith; our faith is expressed in art; our art is an active prayer connecting us with the Holy Spirit. Middle Church affirms the transformative power of moral imagination, reclaiming and reframing Christianity inside our walls, on the street, and in virtual spaces around the globe.

Purpose: The Executive Minister for Operations, Stewardship, and Finance uses their spiritual gifts to manage our systems, physical assets, and our human and financial resources, leveraging them to accomplish our vision. This Executive Minister is, in effect, both the Chief Operating Officer of Middle Collegiate Church and one-third of the clergy Executive Management Team.

Skills Required: The clergy we seek has a strong, vibrant, grown-up faith that holds space for others to be on their own path to God. This leader is an organized team player, skilled in managing change, shifting organizational culture, and navigating the complex culture in a multicultural, multiethnic, intergenerational, dynamic system. The successful candidate has a Master of Divinity or equivalent, with a minimum of five years of experience leading a system and team. Managerial experience at a church, middle judicatory (denominational office) or not-for-profit is essential. This must include generating and managing budgets, reporting on financial issues, and raising funds through stewardship campaigns and grant writing. It must include strategic planning and supervising/evaluating staff. Experience managing a human resource department, and/or physical plant(s) is a plus. This Executive understands systems, knows how to build movements, and how to manage change. They have a sophisticated analysis of the intersections of race, class, gender, and power and can confidently engage these issues in a diverse spiritual community. They are culturally
competent. They know how to cast a vision, enact a strategy, and lead a team. They know how to preach, teach a class, and hold a congregation in care and prayer.

This executive will be able to, in collaboration with the Executive team, mobilize staff and congregants to enact six overarching strategies for success: attract friends, retain members, nurture spirits, deploy activists, develop partnerships, and grow leaders ready to heal souls and the world.

**Employment:** Full time with benefits. Salary commensurate with experience. Usual schedule 45 hours per week.

**Supervisor:** Senior Minister

**Responsibilities:** The Executive Minister for Operations, Stewardship, and Finance joins the Executive Minister for Movement Building, Care, and Congregational Life, and the Senior Minister on the Executive Management Team. Together, they create and execute the vision for ministry and programs at Middle Church, including worship, education, outreach, stewardship, justice, whole-life programs, and membership growth at Middle Church.

**Operations:**

- Is responsible for managing the physical assets of Middle Church
  - Supervises the Operations Team, which includes engineers and the administrative function.
  - Collaborates with Collegiate Church Team, Senior Minister, and Church Master to create a comprehensive schedule of maintenance work for the sanctuary, church house, and parsonage.
  - Creates and maintains a comprehensive plan for capital maintenance of church site and parsonage.
  - Ensures we are insured, and appropriately attending to city and Collegiate policies; manages risk for Middle Collegiate Church.
- Grows the business of the Middle Church Community Center.
  - Leverages the physical plant at Middle Church for community organizing, extending our footprint and influence in the city of New York and in the tri-state area.
  - Leverages the physical plant at Middle Church for fundraising, including co-workspace, film and television shoots, weddings, concerts, etc.
  - Achieves an annual revenue target through space rentals, community partnerships, film-shoots, weddings, bookings, and workspace rentals.
Liaises with local partners—non-profits, government, congregations, etc.—to create new shared programming in the community center at Middle Church.

**Finance:**
- On behalf of consistory and Senior Minister, creates and manages the operating budget.
- Supervises the bookkeeping function and lay-leadership involved in counting/banking.
- Ensures timely reports are generated for consistory and Collegiate Church.
- Monitors the Collegiate Church Appropriation.
- Relates to data manager to ensure accurate posting of revenue.

**Stewardship:**
- Is responsible for the Stewardship functions at Middle Church.
  -Generates and executes campaigns that successfully raise the annual operating budget.
  -Builds relationships with funders; writes grants.
  -Liaises with the Stewardship team and supervises any consultants.
  -Generates reports for consistory and Collegiate partners.
  -Arranges for lay people to participate in stewardship campaigns (join the movement lay participation); ensures website information, bulletin, and newsletter information accurately reflect stewardship campaigns.

**Human Resources**
- Supervises the Human Resource team; is the lead Human Resource staff.
  -Supervises the evaluation and performance evaluation functions.
  -Ensures, through supervision, the timely processing of payroll and invoices.

**Education and community organizing**
- Creates programs and educational opportunities to grow a just and generous congregation.
- Teaches classes for the congregation and the community at large
- Manages volunteers; recruits and trains them as part of stewardship program
- Creates and holds small groups for connection, education and relationship building
• Relates to national, state, city, and local government agencies to leverage relationships

• Attends precinct and community board meetings

Congregational Care

• Preaches and leads worship as scheduled

• Is in the “on call” rotation, and offers care (crisis or well-care) as deployed

• With staff and clergy, liaises and holds part of the Middle Church community

Middle Collegiate Church is a welcoming, artistic, inclusive, and bold community of faith and an equal opportunity employer.

To apply, send resume/vitae and cover letter to middleinfo@middlechurch.org.