

UNITED METHODIST METROPOLITAN MINISTRY OF GREATER GRAND RAPIDS
JOB DESCRIPTION OF THE EXECUTIVE DIRECTOR

The Executive Director will lead Metropolitan Ministry in fulfilling its mission “to inspire and equip United Methodists to serve Christ in transforming the greater Grand Rapids area.”

Primary Functions:

1. Be a liaison between the United Methodist Church, its congregations and ministries, the City of Grand Rapids, the ecumenical and interfaith community, and the entire metropolitan area.
2. Develop, nurture, grow and train Communities of Shalom sites in the greater Grand Rapids area.
3. Partner with the Grand Rapids District and Superintendent and the Annual Conference in addressing strategic issues of urban churches, advocating for a strong urban ministry and planning future ministries in the metropolitan area.
4. Serve as a consultant, when desired, with established urban congregations and emerging church and community ministries.
5. Build and strengthen relationships between United Methodist congregations, pastors and community ministries to enhance our witness and mission for “the transformation of the world.”
6. Communicate Metro Ministry’s vision and ministries through a variety of means (speaking in area congregations, utilizing the Metro website, email, social networking sites, reporting to District Board of Missions, etc.).
7. Keep abreast of trends in the development of faith-based organizations, church-related ministries, and established urban ministries that are connected to the United Methodist Church.

Accountability and Administrative Roles:

1. Responsible to the Metro Ministry Board of Directors and Executive Committee.
2. Meet with sub-committees on a periodic basis to assist them in planning and executing responsibilities.
3. Develop and administer the annual budget and assist the Board in creating a plan for financial sustainability.
4. Mentor and develop other staff and volunteers.
5. Manage and maintain appropriate records, correspondence, and office procedures.
6. Assume other duties as charged by the Board.