

## **MIDWEST DISTRICT OF THE EVANGELICAL FREE CHURCH OF AMERICA JOB DESCRIPTION – SUPERINTENDENT**

**Position:** Superintendent

### **Qualifications:**

1. The District Superintendent shall be a man of established and true Christian character, sound in faith and doctrine, and qualified to preach and teach the Word of God.
2. He shall have demonstrated administrative and leadership gifts appropriate for the position.

### **Purpose:**

1. The District Superintendent shall implement the purpose and vision of the Midwest District.
2. The District Superintendent shall provide continuity, accountability and administrative leadership for the District toward the ends established by the District Board.

### **Responsibilities:**

1. General:
  - a. He shall carry out his work in compliance with the Executive Limitations Policy established by the District Board
  - b. He shall uphold and support the Executive Relationship Policy established by the District Board.
  - c. He shall guide the ministry of the Midwest District toward the “ends” established in the Ends Policy by the District Board.
2. Administrative:
  - a. He shall give leadership to the administrative operations of the district.
  - b. He shall oversee the employment status of all personnel.
  - c. He shall prepare the annual budget for presentation to the District Board and Annual Meeting.
  - d. He shall be an ex-officio member (with voting rights) of all boards and committees of the District.
3. Ministry:
  - a. He shall implement ministry initiatives as needed to effectively serve the churches of the District.
  - b. He shall be available to individuals, pastors, church boards, and church bodies for advice or guidance, pursuant to the guidelines adopted by the District Board.

### **Relationships:**

1. He shall be accountable to the Annual Meeting through the direct supervision of the District Board and shall plan, implement, and promote the purpose, values, and vision of the District.
2. He shall be a member of the Board of Directors for the Midwest District and the Midwest District Foundation.
3. He or his representative shall serve on the Board of Directors of Christian Homes, Inc. and Timberlake Ranch Camps, Inc.
4. He shall cooperate with the National EFCA and promote a healthy and cooperative relationship between the District and National leadership.