

Job Description

Job Title:	Executive Pastor	Ministry Area:	Administration
Reports to:	Senior Pastor	Position Type:	
Work Schedule::	M-F, Leadership on Sunday mornings as needed	Fulltime or Part Time	Full-time
Hours/Week:	40-45	Level/Salary Range:	
Benefits Eligibility :	Yes	FLSA Status:	Exempt
Other:		Location:	

Job Summary

Alongside the Senior Pastor, the Executive Pastor will provide oversight, supervision, and direction to the staff of Advent Presbyterian Church at the Cordova Campus. This position is responsible for providing a variety of administrative and staff support duties which include but not limited to development of policies and procedures, fiscal oversight, facilities management, strategic planning and human resources functions.

Role and Responsibilities

- Foster relationships, build rapport, and develop credibility among staff and constituents.
- Create a method of sustainability that increases staff retention and ensures minimal turnover.
- Ensure the operational readiness of the church through leadership and oversight of the support staff performing duties in administration, finance, human resources, supply, and facilities management.
- Facilitate the annual strategic planning process including evaluation of ministry performance; review of mission, vision, and core values; development of key objectives and tactics; and establishment of three year goals.
- Establish and maintain a set of key performance measures (KPMs) that provide the Senior Pastor and church staff with ongoing visibility of the effectiveness of all functional areas of the church.
- Develop annual financial plans that fund the accomplishment of the strategic plan and meet critical financial objectives such as established cash reserve levels.
- Establish and maintain an employee handbook and other policies and procedures needed to maintain effective operations and to ensure compliance with state and federal laws.
- Execute the Vision and Mission of Advent Presbyterian Church as a conscientious and systematic strategist, in terms of long-range planning, growth tracking, and short-term development.
- Lead, mentor, inspire, and mobilize the capacity of growth among the staff of Advent Presbyterian Church.
- Build and maintain financial sustainability through relational investment with the top givers of the church.
- Spearhead a strategic, multi-site plan for success.
- Be an authentic and compelling vision-caster and vision-implementer to both the staff, church leadership, and church members.
- Bear the heart of Advent Presbyterian Church and its Senior Pastor at all times.
- Spiritually, relationally, and physically invest in the development of the church, in alignment with the Vision, Mission, Values, and strategic initiatives of Advent Presbyterian Church.

Job Description

Qualifications and Education Requirements

Required

- A strong, demonstrated relationship with Jesus Christ, guided by a commitment to following the principles spelled out in the Bible for living a life of thankful service to God.
- A team player and a team builder who focuses on the good of the entire organization and can inspire others to work together to achieve organizational excellence.
- Currently ordained or a desire to be an ordained pastor in the Evangelical Presbyterian Church.
- A Master's Degree from an Accredited Theological institution.

Skills, Knowledge and Special abilities

- They will possess an uncompromising passion with relentless commitment to lead the unchurched millennials to Christ and to connect them with their ultimate call.
- Have a proven track record of success as a mature and seasoned church leader.
- A bold visionary and a leader of leaders.
- A remarkable aptitude for teaching and speaking in a conversational manner.
- An exceedingly gifted and adaptable communicator with a natural sense of humor.
- An insatiable desire to seek, meet, and achieve expectations.
- Tenacious and proactive result-oriented contributor.
- An entrepreneur-minded worker with an unusually strong work ethic.
- Exceptionally relational and intrinsically people-oriented. They have a precedence placed upon both 'names' and 'numbers.'
- Agility and proficiency in both verbal and non-verbal communication.

Created By:	Joe Skillen	Date:	4-16-2019
Approved By:		Date:	
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