



Executive Pastor / Pastor of Operations Job Description

GENERAL DESCRIPTION

The Executive Pastor is responsible for the overall leadership and direction of church staff and operations, helping to ensure the realization of the mission and vision of the church. This will require the oversight of areas such as outreach, strategic planning, financial stewardship, marketing, communication, facility expansion and team culture.

KEY AREAS OF RESPONSIBILITY

- Leadership, Management and Accountability for all department staff and tasks.
- Executing Visionary Strategy that drives activity to reach the non-churched and impact the vulnerable in our spheres.
- Resource Stewardship to create, communicate and implement a vision-driven annual budget
- Organizational Representation that fosters and grows relationships with strategic partners and key community members.
- Cultivate Culture to ensure team togetherness

ESSENTIAL JOB FUNCTIONS

- Work with Senior Pastor to hone vision for the church
- Ensure ongoing alignment and synchronicity with the Senior Pastor
- Lead regular strategic planning processes to implement church vision
- Coordinate and align church ministries and programs to realize church vision
- Develop annual financial plan that funds strategic plan and meets critical financial objectives
- Oversee all financial operations and ensure transparent rhythms of reporting (to staff, elders and congregation)
- Develop and maintain organization-wide policy and procedures to support church strategy
- Ensure staff is equipped, empowered and accountable in their areas of responsibility
- Oversee the effective development, management and use of ministry facilities
- Other duties within respective competency and skill sets as assigned by the Elder Board

QUALIFICATIONS

- An evident and growing relationship with Jesus Christ
- A growing commitment to live in accordance with the biblical qualifications of an Elder (1 Timothy 3 and Titus 1)
- A strong sense of calling/passion to serve the local church

PREREQUISITES

- A whole-hearted agreement with Mission Point's Statement of Faith and Affirmations of Biblical Conduct & Conviction standards.
- Proven record of senior leadership in business and ministry contexts
- Demonstrated skills in management of people, processes and policies
- A proven resilience that remains steady and focused through the inevitable challenges of ministry.
- A humility that actively seeks input and receives constructive feedback.
- Masters-level Ministry degree or equivalent experience
- Degree in Business or Finance (preferred)
- 5 + years of relevant ministry experience
- Ability to work well with various types of people
- Commitment to maintain confidentiality and discretion as defined in the Mission Point policy manual

KEY COMPETENCIES

- Organizationally and analytically strong
- Proven managerial and financial acumen
- Implementation-oriented with an active pursuit of excellence
- Strong leadership and interpersonal skills - good listener, communicator and collaborator / team player
- Self-initiating and self-driven
- High competency in written and verbal communication skills

POSITION STRUCTURE

The Executive Pastor reports to the Elder board and works collaboratively with the Senior Pastor.

TIME COMMITMENT

Full-time

ACKNOWLEDGEMENT

I have received, reviewed and fully understand the job description for the role of Executive Pastor. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Printed Name: _____

Date: _____

Signature: _____

CC: Original to Personnel File
Copy to Employee