



Job Title:	Executive Pastor	Job Category:	Exempt
Location:	Midway	Travel Required:	Limited
Reports to:	Lead Pastor	Position Type:	Full Time

Job Summary: The Midway Executive Pastor reports to the Lead Pastor and is responsible for the overall leadership and direction of church staff and the accomplishment of the church’s mission and vision. This includes financial operations, strategic planning, human resources, recruitment, administration, facilities, ministry management and day-to-day operations. The Executive Pastor serves the church by executing and implementing the vision and direction of the Lead Pastor.

Midway Executive Pastor Focus: To help New Life Midway reach its goals and fulfill its mission in the most strategic and effective way possible.

Job Duties:

- Oversee Midway church operations.
- Lead, oversee, and have regular meetings with Midway staff.
- Support the lead pastor in the accomplishment of the church’s mission and vision through evaluating ministry effectiveness, discernment, decision making, planning, and overall direction of the church staff.
- Oversee financial, budget, and fundraising operations.
- Oversee human resources operations, and collaborate with the lead pastor to hire, transition, and dismiss staff.
- 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 goals.
- Oversee ministry training to ensure that all levels of ministry operate with excellence
- Represent the Lead Pastor at various events
- Oversee a facilities manager, establish a ten-year plan for upkeep, renovations and building improvements.

Skills/Qualifications:

- 5-10 years of business or ministry experience.
- A spiritually mature Christian in full agreement with New Life’s statement of faith; strong desire to serve Christ and His church.
- Able to preach and teach a strong plus.
- Excellent organizational, analytical, and communication skills.
- Proven track record of meeting and exceeding goals.
- Ability to meet deadlines, develop and implement programs, and manage changing and competing priorities.



COMMUNITY CHURCH

- Outstanding leadership and interpersonal skills. Someone with an organizational mind and a pastor's heart. Highly relational and able to manage people with different personalities, skill sets, and backgrounds.
- Strategic thinker; proven track record of casting and implementing vision (with various generations).
- A strong collaborator, coordinator, and an implementer. Demonstrates tact, discretion, and ability to handle sensitive and confidential matters.

Approved By:	Josiah Jobe	Date:	4-16-2021
Last Updated By:	Josiah Jobe	Date:	4-16-2021

PLEASE SEND RESUMES TO IRENE VASQUEZ AT IRENEV@NEWLIFECHICAGO.ORG