

Job Title:	Executive/Church Planting Director	Job Category:	Exempt
Location:	Central Missions	Travel Required:	Limited
Reports to:	Lead Pastor	Position Type:	Full Time

Job Summary: The Executive/Church Planting Director will work closely with the Lead Pastor and leadership staff of New Life to successfully execute business operations of the church in alignment with the mission, vision, and values of New Life.

Job Duties:

- Participate in the annual strategic planning process including review of the mission, vision, values; development of key objectives and tactics; establishment of multi-year goals.
- Ensure that the organizational structure and budgets are aligned with the strategic plan and ensure operational readiness of the church to achieve its stated goals.
- Oversee the ministry operations of Pine Trail Camp.
- Provide direct oversight of church-planting goals – activities will include the following:
 - Work with leadership to develop a recruiting and assessment process for potential church planting candidates;
 - Oversee an internal leadership pipeline for church planters and core leaders;
 - Work with BTC Coaches and Pastors in assessing best church planting strategy for each New Life location;
 - Develop and implement a church-wide launch calendar; ensure locations are on track;
 - Ensure readiness of the business systems to support projected growth;
 - Support church planting growth goals with location research and merger inquiries.
- Assist Pastoral leadership with church property expansion including capital fund raising campaigns, relationships with architects, contractors and others in building, remodeling, and equipping church facilities. Oversee the insurance/risk management needs of the church and implement risk management programs to ensure the safety and security of our staff, congregants, and facilities.
- Provide project management as assigned and other duties as required as a part of the leadership team.

Skills/Qualifications:

- A spiritually mature Christian in full agreement with New Life's statement of faith; strong desire to serve Christ and His church.
- Business degree is a plus; a minimum of 5-10 years of management, administration, and financial experience.
- Experience in church planting networks and multiple church plants.
- Excellent organizational, analytical, financial, and communication skills.
- Proven track record of meeting and exceeding goals.
- Proven ability to meet deadlines, develop and implement program policies and procedures, and manage changing and competing priorities.
- Outstanding leadership and interpersonal skills. Someone with a business mind and a pastor's heart. Highly relational and able to manage people with different personalities, skill sets, and backgrounds.
- Expertise with standard office equipment, technology, information systems and web platforms.
- Experience negotiating contracts, leases, or agreements.
- 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.

QUALIFIED CANDIDATES SEND RESUMES TO IRENE VASQUEZ AT IRENEV@NEWLIFECHICAGO.ORG