



Job Title:	Executive Pastor (or Director)	Job Category:	Exempt
Location:	All Church	Travel Required:	Limited
Reports to:	Lead Pastor	Position Type:	Full Time

Job Summary: The Executive Pastor assists the Lead Pastor in providing leadership and overall direction of the church to implement the vision.

Job Duties:

- Support the Lead Pastor in the accomplishment of the church’s mission through ministry effectiveness evaluation, discernment, decision making, planning, and overall direction of the centralized church staff.
- Provide organizational leadership of day-to-day operations, strategy, and implementation of the church vision
- Lead the ministry staff in the establishment and ongoing direction of ministries that effectively reach the church’s demographic, ensuring the accomplishment of the overall mission.
- Ensure the operational readiness of the church through leadership and oversight of the support staff performing duties in administration, finance, human resources, and facilities management.
- Facilitate the annual strategic planning process including evaluation of ministry performance; review of mission & vision, 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 Lead 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.
- Lead church planting efforts including development and strategy.
- Champion the development of infrastructure by all ministries and support areas that strengthen the healthy, long-term growth of the church.
- Oversight and delegation of special projects
- Start-up or development of some ministries and general support for all ministries
- Assess the current needs of the congregations and opportunities for growing the church and work with the pastors and other leaders to develop appropriate ministry initiatives.
- Perform other ministry duties as assigned by the Lead Pastor.

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 7-10 years of management, administration, and financial experience.
- 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.
- 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.
- Must be legally authorized to work in the United States.