



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

Job Summary: The Executive Pastor (or Director) assists the Lead Pastor in providing leadership and overall direction of the church staff, leading all functional areas in the accomplishment of the church’s mission.

Job Duties:

- 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 grow the church.
- Ensure the operational readiness of the church through leadership and oversight of the support staff.
- 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.
- Champion the development of infrastructure by all ministries and support areas that strengthen the healthy, long-term growth of the church.
- Oversee church facilities including capital fundraising campaigns, master planning, design and architecture, contractor selection, and construction.
- 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 congregation 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.
- 7-10 years of ministry and business leadership experience in a large (1000+) church setting.
- Excellent organizational, analytical, financial, and communication skills.
- Proven track record of meeting and exceeding goals. Demonstrated success at recruiting and leading volunteer teams.
- Proven ability to meet deadlines, develop and implement program policies and procedures, and manage changing and competing priorities.
- Outstanding leadership and interpersonal skills. Highly relational and able to manage people with different personalities, skill sets, and backgrounds.
- 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.