



<p>Christ Community Church Job Description</p>
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Job Title: Executive Pastor

FLSA Status: Full-Time, Exempt

Work Days/Hours: Minimum 40 hours per week

Weekend Responsibilities: Pastoral Staff's normal work week is Sunday through Saturday with a day off during the week. However, the Executive Pastor is expected to attend all major church-wide activities and be available to the congregation as needed. Will also serve in an on-call capacity as scheduled by the Senior Pastor.

Reports To: Senior Pastor

MINISTRY PURPOSE: The Executive Pastor is responsible for the overall operational leadership of the Church within the governance policies established by the Elder Board while also acting as Church Secretary. This position serves under the direction of the Senior Pastor, and in close cooperation of the Elder Board, will serve as a voting member. The Executive Pastor shall lead directly or through others, all paid staff except the Senior Pastor, to ensure the successful implementation of the church's vision and mission of "Growing a Community Passionate for God and His Purposes."

MINISTRY QUALIFICATIONS:

Character:

- A mature follower of Jesus Christ who has a clear call to vocational ministry and fulfills the leadership character qualifications of an Elder as described in 1 Timothy 3 "...above reproach, sober minded, self-controlled, respectable, hospitable, able to teach...filled with gentleness."
- Consistently exhibit a lifestyle and family life that is consistent in word and practice with the teaching of Jesus Christ as described in Matthew 22:37 & 39 "Love the Lord your God with all your heart, with all your soul, and with all your mind." And, "Love your neighbor as yourself."
- Understand and embrace CCC's Mission and Vision for every CCC ministry in accordance with the Evangelical Free Church of America (EFCA) Statement of Faith.
- Possess an inspirational and influential personality who champions the needs of the staff while performing duties in administration, finance, human resources, and facilities management.

- Model CCC's culture of grace: seeking unity in the essentials, charity in the nonessentials, and exalting Christ in all things.

Chemistry – Relational Abilities:

- Appreciate the God-given personalities and spiritual giftedness of others.
- Understand the unique discipleship and logistical needs of a growing church community.
- Exceptional degree of discernment, judgement, critical thinking, and problem solving, as well as the ability to maintain the highest degree of confidentiality.
- Display visionary and strategic leadership in executing ministry responsibilities, including understanding how and when certain tasks should be delegated to others.
- Demonstrate excellent verbal, written, and interpersonal communication skills in such applications as teaching, planning, policy implementation, recruitment, management, and team building.
- Display the ability to act as a positive agent of change and strategic influencer to advance initiatives, motivate individuals/teams, and impact organizations.
- Demonstrate the ability to disciple others, develop and manage teams, and wisely navigate challenging issues.

Competency – Skills:

- Display giftedness in key areas of shepherding and leadership, utilizing one's spiritual gifts.
- Demonstrate proven experience in leadership, administrative skills, planning & implementation, budgeting, and ministry support.
- Demonstrate experience building, empowering, and leading effective ministry teams.
- Ability to multi-task, prioritize, plan, implement, and take initiative in tasks and relationships.
- Strong business skills, training, and experience with the ability to skillfully communicate those concepts to others.

Job Responsibilities:

1. Execute the 5-year vision of CCC through its various ministries:
 - Meet regularly with the Senior Pastor for discipleship, prayer, and planning.
 - Actively participate as a member of the Elder Board in the 5 year visioning process.
 - Partner with the Senior Pastor in leading the development of long-term objectives and annual goals for each Ministry to actively support the church vision.
 - Ensure staffing, facilities, resources, finances, programs, and ministry areas are effectively aligned to best achieve the 5 year vision.
 - In partnership with the Senior Pastor and Elder Board, actively monitor and routinely report on the overall health, progress, advancement, and culture of the church using the established Ends Policies, Executive Limitation Policies, and metrics to ensure CCC is effectively fulfilling its mission and vision.

2. Lead, Manage, Disciple, and Care for the Ministry Staff and appropriate Directors:
 - Assist the staff in the implementation of annual ministry plans to drive the vision.
 - Develop the Ministry Staff to provide leadership for the ministries of CCC in order to fulfill their defined role of the church vision while reflecting CCC's values.
 - Conduct direct face-to-face status meetings with each Ministry Staff member on a regular basis to help ensure staff effectiveness through goal setting, accountability, mentoring, job performance evaluation, coaching, discipleship, budgetary advice, and general support.
 - Create Personal Development Plans to ensure appropriate and effective continuing education, professional development, and training.
 - Subject to the Senior Pastor's direction and availability, lead Ministry Staff and/or All Staff meetings, including the formation of the agendas.
 - Oversee the recruitment, selection, training, development, evaluation, and termination of present and future Pastors and Directors, except the Senior Pastor.
 - Explore new ways of organizing, operating, or ministering (including investigating best practices of other churches or organizations) that will increase the church's efficiency, influence, and Kingdom impact.
 - Make recommendations to the Ministry Staff and/or Elder Board of items or issues that need to be addressed for the future development of CCC ministries.

3. Administrate, manage, and provide oversight to CCC regarding people, resources, and information:
 - In conjunction with the HR Director, manage the on-going operations of church support services, such as financial functions, facilities management, communications, and personnel.
 - In conjunction with the Finance Committee, coordinate the annual budget process, which includes reviewing and submitting the annual budget to the Elder Board for approval, as well as ongoing monitoring of budget adherence and cash reserves of CCC.
 - Oversee, in conjunction with the Technical Director, the maintenance and operation of computer, information, and communication systems.

- Ensure the effective staffing and operational effectiveness of all other administrative and building support functions.
 - Oversee the development, the documentation of, and the adherence to church operational policies and procedures.
4. Perform other related duties as determined by the Senior Pastor and Elder Board to include assisting, advising, and counseling individuals and groups for weddings, funerals, and other ministries.

Minimum Qualifications:

Education: Bachelor's Degree in Finance, Business Administration, or related discipline. Master's in Business Administration or Theology is strongly preferred. Licensed by the EFCA is also preferred.

Experience: Three years of experience as an Executive Pastor (preferred) or on a senior leadership team and/or board within a medium to large church or within a comparably sized business. Some knowledge and practical experience with Policy Governance Processes and Policies is also preferred.

Skills: Ability to supervise Pastoral and Ministry Staff and understand, motivate, and support Ministry leaders. Proven track records of effective leadership, judgement, and above reproach character. Expert level of written, verbal, and interpersonal communication. Ability to prioritize, multi-task, and meet strict deadlines. Solid understanding of financial planning and management. Firm and determined to do hard things. An integrator who helps optimize existing processes more than a visionary builder who must create new processes. Ability to maintain the highest degree of discernment and confidentiality at all times.

Physical Requirements: Periods of time spent sitting, standing, walking, kneeling, bending, and stooping. Mobility to move from one office area to another within the Church campus and to off-Campus locations. Light lifting up to 15 lbs. and light carrying up to 15 lbs. Ability to reach above shoulders, to extend arms, and reach. Manual dexterity sufficient to type, operate general office equipment, and to file. Specific visual acuities include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

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