

Friends Church: Executive Pastor

Title: Executive Pastor

Responsible for: Oversight of day to day operations

Team: Executive Staff

Reports to: Lead Pastor

Exemption Status: Exempt Minister

Job Summary:

The Executive Pastor (XP) is responsible to direct and manage all WHFC ministries and operations, so they are unified and effective in achieving our mission and vision in harmony with our identity while providing leadership development that supports healthy, long-term sustainability and growth of the church. This position directly leads all staff, except the Lead Pastor.

Essential Functions:

- Support and execute the Lead Pastor's vision/mission and make sure it is accomplished through the staff and ministry teams.
- Cooperate with the Lead Pastor in promoting the entire ministry plan of WHFC.
- Manage and leads the everyday activities of the church staff under the authority of the Lead Pastor.
- Facilitate planning, administration, scheduling of church programs, activities, and special events including the creation of systems and processes that further the church's ministry objectives.
- Oversee, guide, facilitate, and coordinate the work of the pastoral staff and creative team to ensure all church services are carried out to the satisfaction of the Lead Pastor.
- Oversee, guide, and facilitate our ministry relationship with Cornerstone Christian Academy.
- Integrate the various ministries of WHFC to accomplish the church's mission as outlined in the purpose statement.
- Responsible for development of all staff including Staff Development Teaching as necessary. Play an integral role in all personnel decisions within the church staff.
- Supervise staff in a way that maximizes ministry effectiveness.
Align the ministries and departments of the church around the church's core vision.
- Serve as part of the church's Elder team in a non-voting position, helping to set the long-term objectives and strategies of the church.
- Maintain an awareness of the current trends and best practices within ministries of comparable size.
- Work with the Facilities Team to manage the church's property.
- Participate in pastoral duties (officiating weddings and funerals, counseling, etc.) as needed.

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Qualifications:

- Highly skilled senior level manager of at least 10+ employees, having managed operational budgets of 2M level or more, minimum ten years of experience with a proven track record of growing an organization or church.
- Able to lead, manage and direct all internal efforts in a manner that will accomplish the church mission, vision, and goals.
- Strong interpersonal skills, including the ability to communicate persuasively and compassionately, both orally and in writing.
- Theological beliefs consistent with Evangelical Friends Church Eastern Region (Wesleyan Arminian).
- Understands and owns the WHFC identity, culture, and theology.
Can play the second chair well, having high trust with the Lead Pastor.
Spiritually mature with a heart for ministry, a mission mindset, and a love for God.
Ability to lead through change and grow an organization.
A strong relationship with Jesus Christ as Lord and Savior that supports biblical character traits.
- A calling to utilize their passions and gifts towards building God's Church.