

3. Uses a focused ability to pay attention to details
4. Proven communicator in writing and speaking
5. Possesses interpersonal skills and ability to work with various personalities
6. Witnesses testimony of faith in Jesus Christ in all environments
7. Exhibits ability to plan and manage complex logistics and scheduling challenges
8. Uses skills necessary to develop, communicate, and manage Church budget and finances on micro and macro level
9. Capability to hold Church staff accountable to their respective assignments
10. Flexibility to manage diverse audiences of the church while accomplishing the church's mission, vision, and values
11. Able to multi-task duties that arise each day, including facility needs of two campuses
12. Willing to counsel others with Christian love when needed or requested, including interaction regarding needs, problems, conflicts, and resources of the Church

POSITION SUMMARY:

The Executive Pastor will assist the Senior Pastor in the administrative activities of the Church as has been assigned to the position by the Senior Pastor and approved by Trustees of The Worship Place. This position will focus on the active management of all activities and staff in and around the campuses of the Church to ensure that The Worship Place meets its calling in witnessing God's grace to Sun City, Georgetown, and around the world.

ESSENTIAL FUNCTIONS:

1. Supports the Senior Pastor in the accomplishment of the Church's mission and vision through ministry effectiveness, evaluation, discernment, decision making, planning and overall direction of Church staff
2. Leads the pastoral and office staff in the establishment and ongoing direction of ministries that effectively reach the Church's target demographic, insuring the accomplishment of the overall mission and vision of the Church
3. Ensures the operational readiness of the Church through leadership and oversight of the support staff performing duties in administration, finance, human resources, supply and facilities management and available to adjudicate complaints arising from the staff or from the congregation or outside parties
4. Facilitates the annual strategic planning process including evaluation of ministry performance, review of mission, vision, and core values; development of key objectives and action plans; and establishment of three year goals
5. Establishes and maintains a set of key performance indicator measures that provide the Senior Pastor, Church staff, and Trustees with ongoing visibility of the effectiveness of all functional areas of the Church
6. Develops annual financial plans that fund the accomplishment of the strategic plan and meets critical financial objectives

7. Champions the development of organizational infrastructure of all ministry teams and office and custodial staff that drive healthy long-term growth and sustainability of the Church
8. Leads and manages any Church building or renovation programs including capital fund raising campaigns, master planning, design and architecture, contractor selection, and construction, all within the guidance of the Senior Pastor and Trustees
9. Attends Trustee meetings and reports on issues as requested by the Trustees
10. Available to preach and/or participate in the conduct of Church services, funerals, or other special occasions
11. Performs any other duties as assigned

OTHER DUTIES:

The Executive Pastor may represent The Worship Place in Sun City and the community in activities, services, and events that occur from time-to-time away from the campus of the Church.

KNOWLEDGE, SKILLS & ABILITIES:

This position requires the incumbent to have the requisite skills of an ordained minister to impart a servant attitude towards God to all audiences with compassion and joy, while executing the diverse duties as the primary Church administrator overseeing staff and programs. The Executive Pastor must not only be an administrator, but an active listener and participant in the lives of the staff and the congregation. This person will need to be punctual and attend all required events and activities, dress appropriately as the occasion dictates, solve and resolve problems and disputes in a resourceful, Christ-like manner, and abide by all personnel policies of The Worship Place.

The ability to communicate both orally and in writing is vital to the success of the responsibilities connected to this position. This person must show a desire and ability to work as a team and cooperate with others to meet stated goals, and speak positively about The Worship Place and Church leadership to others in the Church and the community.

NOTICE:

This job description in no ways states or implies that these are the only duties to be performed by the employee occupying this position. The Executive Pastor will be required to follow any other job-related instructions and to perform any other job-related duties requested by the Senior Pastor.

Regular attendance is required on this job, with the expectation of the incumbent being in the Church or quickly accessible every weekday. This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.