



*Job Title:* **Executive Pastor**

*Purpose Statement:* To lead people to experience the life Jesus gives by leading the church's operations, staff development and finances.

*Reports To:* Lead Pastor

*Responsibilities:*

- Works closely with the Lead Pastor to disseminate the church's purpose, values and beliefs
- Oversees church staff development and hiring
- Ensures the operations of the church ministries and administration are healthy and cohesive
- Investigates best church practices and staffing as the church grows
- Develops metrics to measure ministry effectiveness
- Takes responsibility for crisis management and communication
- Helps staff to implement leadership development of volunteers
- Helps to develop the annual budget and monitors the church's financial health
- Oversees the church's local and foreign missions support
- Performs all other duties as assigned by the Lead Pastor

*Requirements:*

- Local church pastoral leadership experience, 10+ years preferred
- Proven track record for creating systems to standardize operations
- Ability to work with people at all levels in a church; high level of group and interpersonal communication skills
- Ability to diagnose and address issues to improve the financial health of a church
- Experience developing church leaders
- Strong organizational skills
- Theological education, B.A. or M.Div. preferred
- Be loyal and honest to the staff and attendees of Grace Church

*Work Schedule:*

Regular Office Hours, Monday-Thursday and Sundays

40 hours/week