

# Executive Pastor

**Grace Chapel – Skaneateles, New York**  
**Full-Time | Pastoral Leadership**

## Job Summary

Grace Chapel, a vibrant and growing evangelical church in the lakeside community of Skaneateles, New York, is seeking a gifted Executive Pastor to help lead our staff, ministries, and operations into the next season of growth and ministry impact.

This role is ideal for a spiritually mature, relational, and strategic leader who loves developing people, building teams, and turning vision into action for the glory of God.

## About Grace Chapel

Grace Chapel is a non-denominational evangelical church located in the beautiful Finger Lakes region of Central New York. Our church family of approximately 500 people includes many young families and children, creating a warm, welcoming, and family-oriented environment.

We are passionate about helping people know Jesus, grow in faith, and live out the gospel in everyday life—both in our community and around the world.

## Position Overview

The Executive Pastor provides oversight of the day-to-day operations of Grace Chapel and partners closely with the Lead Pastor to carry out the church's mission and vision.

This leader will guide and empower ministry leaders and staff, ensuring alignment, excellence, and a healthy team culture. The Executive Pastor will bring together strong administrative and organizational leadership with a pastoral heart for people and a deep love for the local church.

## Key Responsibilities

### Vision & Leadership

- Partner with the Lead Pastor to shape and implement the church's vision, mission, and ministry strategies.
- Provide leadership and oversight for the daily operations of Grace Chapel.
- Direct, coach, and develop ministry leaders, helping them equip volunteers and strengthen their teams.
- Foster a collaborative, Christ-centered staff culture built on trust, communication, and shared purpose.
- Participate in teaching and preaching opportunities.

## **Operations & Administration**

- Develop organizational strategies and processes within the structure of the church allowing greater ministry clarity, efficiency and effectiveness.
- Collaborate with the Administrative Assistant to maintain sound financial and administrative systems.
- Work with the Trustees to provide pastoral leadership, organizational accountability, and long-term planning.
- Oversee budgetary planning and ministry spending, ensuring wise and transparent stewardship of resources.
- Supervise church communications in collaboration with the Administrative Assistant and Communications Team.
- Ensure smooth and effective internal communication and operational systems across all ministries

## **Discipleship & Mission**

- Partner with the Pastoral team to strengthen discipleship and spiritual development across all age groups and ministries.
- A heart for building relationships within the communities we reside in.
- Network with other pastors and churches for mutual encouragement and leadership development.

## **Qualifications**

- A mature and growing relationship with Jesus Christ.
- Agreement with the mission, vision, and statement of faith of Grace Chapel.
- Bachelor's degree required; seminary or graduate theological education preferred.
- Minimum of 3 to 5 years of pastoral or ministry leadership experience, ideally in a multi-staff or mid-sized church context.
- Strong leadership, organizational, and communication skills.
- Proven ability to develop leaders, manage staff, and oversee complex ministry operations.
- Proficiency or ability to learn multiple church platforms involved with church communications and ministries (e.g., Planning Center, Subsplash)
- A strategic thinker who can translate vision into practical systems and measurable results.

## **Personal Characteristics**

- A servant-hearted leader marked by humility, integrity, and spiritual maturity.
- A team builder who fosters collaboration and trust.
- An effective communicator who connects well across generations.
- Passionate about helping people connect with Christ and one another.
- Excited to serve in a church with a strong sense of family and community.
- Desire to build long term relationships for stability and growth of the church

## **To Apply**

Please submit your résumé, cover letter, and a brief statement of ministry philosophy to:  
**Barry@gconline.org**