



## Executive Pastor

### **Job Classification**

Exempt/Full-Time

### **Your Team**

This position reports to the Senior Pastor and works closely with the Board of Trustees and oversees the finance, administration and facilities department. The XP is the liaison with Kings Way Christian School.

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### **OUR MISSION**

We seek to become an authentic biblical community effectively reaching out to our churchless neighbors with empathy, grace & truth, so they can experience a whole new life with Jesus, and like Jesus, more every day.

### **OUR VISION**

In 2030, we will be planted in four western locations strategically equipping suburbanites to collaborate with the Holy Spirit in wisdom, power & revelation. Together, we will graciously lead our churchless neighbors to be with Jesus & like Jesus, more every day. Together, we will empower joyous small groups to care well for each other and meet the needs of the most vulnerable. As a result, we will alter neighborhoods locally & around the world, creating applause for our Father in heaven. All four VC communities will be commissioned to multiply to four more VC communities over their next ten years. Lastly, no perfect people will be allowed to join these communities.

### **OUR CHURCH**

We are a multi-generational, suburban church of Clark County, making disciples who join others who make disciples, desiring to reach thousands of our churchless neighbors, meeting the practical needs of the most vulnerable, developing competent kingdom servants and leaders who multiply.

We believe that our everyday operations should be based on this mission and implemented with integrity and excellence in all that we do. We are dependent upon God's Spirit and his Word to lead us in all manner of motivations and behavior that encompasses personal, professional, and spiritual responsibilities. Each employee

should carry out their responsibilities in a way that reflects the biblical values of Vancouver Church.

## **POSITION SUMMARY**

The Executive Pastor (XP) is responsible for the overall leadership and direction of the church staff, administration, finance, and operations. The XP ensures the realization of the mission and vision of the church are successfully met by providing the required oversight to the pastors and volunteers entrusted with the work of ministry. This position will require the direct oversight of 6 full-time pastors and 6 operational staff who are assigned to advance evangelism, discipleship, strategic planning, financial stewardship, marketing, communication, facility management and team culture.

The XP will ensure that the mission, vision, values and strategic planning of the church are executed with excellence through the staff and volunteers according to our ministry plans and budget. The mandate is to form a close bond of trust with the lead pastor, speak and act as his representative; thereby freeing him to focus on vision, preaching and shepherding. The XP should know the heart, mission, vision, strategy and goals of the Senior Pastor. He should have the fortitude and wisdom to take the skeleton vision provided by the pastor and put operational and strategic procedures in place to accomplish this. He is to be a steward of the pastor's vision, values and cultural tone.

## **KEY AREAS OF RESPONSIBILITY**

**Management of Pastoral Direct Reports** overseeing the following Ministries

- **XP over Staff Shepherd and Care** - includes Sunday morning service teams, Men's Pastor/Director, pastoral Care, Spiritual Formation Director (Assimilation, VC Basics, One on One Disc., Rooted, Life Groups).
- **Young Adults Pastor** - includes young adults, Alpha, Student Ministry Department Head (Jr. High, Hi School), Interns, teaching team member, pastoral care
- **Family Pastor** - includes Sunday Children's Ministry for The 9, 11 & 6. Monthly children's and family events (Easter celebration, Quest VBS, parents night out, parenting classes/coaching, pastoral care
- **Worship Pastor** - includes all worship services, associate and lead worship team, tech director, audio/visual director
- **Women's Pastor** - includes Sunday Service Team, team member of Guest Services, team member of Spiritual Formation, Pray Ministries, Hospitality Ministries, teaching team member, pastoral care

- **Associate Pastor of Seniors Ministry and Edification** - includes senior's ministry leader, adult bible study academy, community partners director, greeters/ushers, pastoral counseling, Sunday service team, teaching team member
- **Church Plant Team** - includes the oversight and management of church plants from concept to initial openings. Be available to provide leadership, consistent communication, finance management, and be the liaison between the VC home church and the planter

### **Administrative and Staff Management**

- Develop and implement policies and procedures to organize and guide the operations of the office
- Work with appropriate staff to manage relationships with vendors, service providers ensuring all items are invoiced and paid in a timely manner.
- Be aware of staff schedules, calendar and appointments. Recommend and make changes as needed.
- Manage staff vacation schedules
- Ensure that the security, integrity and confidentiality of all data is communicated and followed through.
- Develop standards to ensure office policies are being followed
- Assign and monitor clerical, administrative and secretarial responsibilities among office staff
- Evaluate staff performance; coach, mentor, and provide leadership as necessary to ensure top performance.
- Build accountability measures through SMART goals. Review and track goals, provide feedback and performance improvement plans where necessary.
- Meet with direct reports to establish a balance life/work schedule for each staff member
- Oversee the coordination with the IT department on all office equipment. ie: computers, phones, printers, etc. Manage all lease agreements for office equipment.

- Allocate available resources to enable successful task performance by staff
- Review and analyze special projects and keep the team properly informed
- Work with leadership to manage all staffing needs at Vancouver Church. Provide guidance and leadership to ensure that we have adequate and efficient staffing in all areas.
- Provide leadership to recruit staff as needed. Create a recruiting plan that attracts and retains a staff of excellence
- Oversee organizational elements of the offices and manage all space planning
- Ensure VC has best practices for employment including on-boarding, training and compliance and that they are in alignment with regulatory requirements
- Work with outside partners including HR consultant and insurance broker on compensation, payroll and benefits administration
- Develop and ensure employee safety, welfare, wellness and health
- Provide avenues and resources for employee services and counseling

### **Financial Planning Responsibilities**

- Provide strategic management of the accounting and finance functions
- Oversee yearly financial forecasting (MortarStone Software)
- Direct accounting policies, procedures and internal controls
- Recommend improvements when necessary to ensure the integrity of company's financial information
- Oversee the relationship with independent auditors
- Oversee financial systems implementations and upgrades
- Manage all giving reports
- Oversee all general insurance and liability policies
- Attend Board of Trustees meetings. Work with the Lead Pastor and leadership team on all aspects of budgeting and financial reporting; make board presentations.
- Identify and manage business risks and insurance requirements

### **Facility Management Responsibilities** (in coordination with Facilities and Maintenance Manager)

- Develop maintenance and operational programs in collaboration with the Maintenance & Facilities Manager
- Oversee all vendor contracts

- Prepare operational reports and schedules to ensure efficiency
- Ensure all building systems run efficiently
- Manage all site safety programs
- Prepare operating reports and budgets
- Create and maintain a safe work environment for all employees
- Ensure all processes and compliance programs are met
- Oversee facilities planning and space allocation
- Oversee any remodel efforts and building initiatives
- Complete cost estimation for moves and equipment
- Coordinate with department heads and building contractors
- Manage maintenance of grounds
- Ensure all utility systems are inspected and in accordance with regulations
- Negotiate bids and contracts for third-party workers
- Coordinate building security and maintenance services
- Oversee all building functions
- Coordinate all maintenance issues and schedules

**THE PASTOR OF OPERATIONS IS ACCOUNTABLE TO BUILD AN ATMOSPHERE OF HOLINESS, ACHIEVEMENT AND HOPE.**

- Assure holiness is pursued in the church, sin is addressed, and conflict is resolved within the church.
- Create an environment of improvement - always striving for excellence in character, faith and ever-improving performance.
- Assure that hope is always infused into staff by celebrating victories, encouraging those who made those victories possible, casting vision for the future and maintaining a culture of optimism in the present.

**PERSONAL RESPONSIBILITIES**

With Christ as your Lord, and Vancouver Church as your home church, we ask that you embrace the following:

- Maintain Christ-centered priorities in your life by putting Jesus first, spouse second, children third and ministry fourth.
- Take initiative; be aware of what is/isn't happening around you, then take action.
- Spend 70% of your time fulfilling your personal job responsibilities, 20% supporting your fellow team members and 10% on personal/professional development (determined in collaboration with your supervisor)
- Serving with joy in an area of ministry; this is above and beyond your professional job.

- Be loyal to the mission, vision and your fellow staff members and always protect the unity of Vancouver Church.
- Demonstrate a Christ-like attitude through all interactions with congregation, staff, and volunteers.
- Invest in the lost and invite them to know Jesus and join Vancouver Church.
- As an act of worship & teamwork, tithe at least 10% of your VC income to the mission and vision of Vancouver Church.

### **FAMILY INVOLVEMENT: Spouse**

- Mature believer with a deep love of the Lord and the local church
- Affirms the Lord's calling on their whole family to Vancouver Church
- Regularly & positively participates in the life & mission of Vancouver Church
- Not be required to hold any specific role within the church
- Holds the conviction that the Pastor is called to the ministry of VC
- Holds to the basic values and life-style of a mature believer
- Fully supports the Pastor's call to full-time vocational ministry, recognizing it is a calling first and a job second. (This involves a varying schedule which frequently includes weekends, holidays, evenings and some long days. If a spouse is unable to joyfully support the Pastor for an extended period of time, Pastor and supervisor will need to reevaluate the health of this role for the Pastor's family.)

### **FAMILY INVOLVEMENT: Children**

- Young kids will regularly participate in the life of Vancouver Church in a way that best fits each one of them
- Teens are encouraged to participate in the life & mission of Vancouver Church in the place that best fits them. If that is a challenge, Pastor and supervisor will work together to create a place, or even find another church that fits the teen's season and passions.

### **REQUIRED SKILLS, EXPERIENCE AND QUALIFICATIONS**

- Has a growing and thriving relationship with Jesus Christ
- Is committed to personal growth, servant leadership, healthy relationships and being one in spirit with the leadership team
- Is energetic, self-motivated and thrives on being challenged
- Has a passion for doing the work of the Apostle or Evangelist and the discipline of discipleship with the Great Mission in focus
- Is a team player with strong communication and interpersonal skills
- Has the necessary educational training and proven experience to accomplish the job description

- Can demonstrate previous success and an ongoing ability in completing the job responsibilities, preferably in a church beyond our size

**EDUCATION:** Bachelor's Degree or equivalent is required. Master's Degree preferred.

**EXPERIENCE:** Minimum of 5 years experience in relevant ministry and strategic operations. Senior Management experience with knowledge in finance and basic accounting principals, 2 years experience in HR administration and general HR management.

**CONTINUING EDUCATION/TRAINING:** Willingness to participate in and provide continued training as appropriate

**CLEARANCES:** Background Clearance

*I have read and received a copy of my job description.*

Name: \_\_\_\_\_ Date: \_\_\_\_\_