



Executive Pastor/Church Administrator

Leadership is partnership has been a key facet of the leadership team. That slogan must be embodied in the relationship of the Lead Pastor and the Executive Pastor/Church Administrator. The Executive Pastor/Church Administrator will work in tandem with the Lead Pastor as a key strategist for vision implementation and operations oversight. He works closely with the pastoral team to inspire and empower them to thrive.

CHURCH LEADERSHIP QUALIFICATION:

Assuming the role of a church leader requires one to manifest Christ-like servant-leadership and devotion to the church in one's performance of responsibilities and general relationships within the church. The reality of leadership is that the leader is expected to set the standard for others. These *leadership* expectations include, but are not limited to:

- Exhibiting joy in service.
- Exhibiting an approachable demeanor.
- Demonstrating a willingness to serve
- Supporting ministries/activities of the church by one's visible involvement and attendance.
- Developing "360-leadership": submitting oneself to coaching, mentoring, and receiving direction and investing the same in those who serve with you.
- Responsible directly to the Lead Pastor.

NWF Values and Vision

- **Biblically Serious**
We are rooted and grounded in scripture.
- **Spiritually Alive**
We embrace the mystery of the Holy Spirit at work within us and among us.
- **Radically Generous**
God is abundantly generous and calls us, as his people, to reflect that spirit of generosity in all we do.
- **Purposefully Missional**
Every believer is uniquely gifted for a life of service that builds up the church, transforms the world, and fulfills the purpose/calling of God.
- **Intentionally Diverse**
In a world so broken with division, prejudice, injustice, and hate, the message of God through the church, lived out with intentional diversity--has the potential to transform our world radically.

We exist so that every man, woman, and child would have the opportunity to KNOW Christ, GROW in Christ, and GO as the body of Christ.

**MINISTRY
PASTORAL**

**REPORTS TO
LEAD PASTOR**

**JOB STATUS
FULL-TIME**

DUTIES AND RESPONSIBILITIES

General Responsibilities:

- Serve and Lead the Spiritual Leadership Team (Pastors/Elders).
- Provide administrative oversight as assigned.
- Be active in outreach.
- Set an example in Pastoral Care.
- Provide short-term counseling and provide referrals for long-term counseling.
- Perform funerals and weddings as possible.

DETAILED RESPONSIBILITIES

Leadership

- Serve as operations advisor/leader with the administrative team (Lead Pastor, Discipleship Pastor, and Executive Administrator).
- Oversee staff development.
- Lead in strategizing and implementing the vision of the church.
- All other duties as assigned by the Lead Pastor.

Financial

- Manage and develop Human Resources documentation.
- Write Job Descriptions.
- Lead budget preparation.
- Supervise the Financial Secretary.
- Oversee giving processes.
- Provide regular financial information to the Leadership Team.
- Serve as the Church Purchasing Officer.

Facilities

- Administrate building and grounds.
- Establish/oversee church security.
- Manage building space according to the church calendar.
- Supervise property manager and custodial staff.
- Lead in the development of future satellite campuses.

Information Services

- Facilitate the information and communication processes of the church.
- Manage the church website.
- Administer calendar coordination.
- Serve as coordinator for church-wide events.
- Manage technological support for church information systems.

Team Coordination

- Serve as a day-to-day shepherd to team members and communicate consistently with the Lead pastor as to the care and needs of team members.
- Address day-to-day concerns and problem-solve.
- Coordinate with the Admin team to schedule events/functions for optimal church facility use.
- Allocate space for needed ministries.
- Serve with the Lead Pastor and Executive team of the elders in matters of staff support, benefits, and compensation.

Contact Person:

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