

Executive Pastor of Ministries

Primary Function

The Executive Pastor of Ministries is responsible for the oversight, development, and care of Petra Church ministry programs and related staff.

Responsibilities:

1. Serves on the Executive Team. Assist the Lead Pastor in the implementation of his duties.
2. Assist the Elders and Lead Pastor in ensuring that the strategic ministry objectives of the church are effectively and efficiently attained. Help define strategic goals and vision. Research effectiveness and better practices and maintain statistics. Monitor the pulse of the congregation through research and tracking various stats.
3. Assist the Lead Pastor with developing and leading staff training retreats and workshops.
4. Oversee hiring and dismissal, evaluations, and training of direct reports. Keep job descriptions current. Assist in the orientation of new staff.
5. Help ensure policy manuals are current and assist in writing and proposing new policies as needed.
6. Have regularly scheduled 1-on-1 meetings with direct reports to include: Children's Director, Youth Pastor, Sr. Adults Ministry Leader, Men's Ministry Leader, Women's Ministry Leader, Marriage Ministry Leader, Guest Services Leader, and Groups Pastor.
7. Provide care for all direct reports and assist in their personal development.
8. Help each ministry department increase the quality and quantity of their ministry. Help them with values-based leadership, budgeting, calendar planning, and team building.
9. Attend ministry events and connect with direct reports' volunteer teams throughout the year to assess the improvement and growth needed for the ministry and direct reports.
10. Help lead weekly Ministry Staff meetings.
11. Serve as a Sunday Campus Manager and assist in special services opening/closing.
12. Support Petra's apostolic role and ministry to the Hopewell Network of Churches.
13. Other tasks as assigned.

Character Requirements:

1. A strong personal walk with God. Baptized in the Holy Spirit and embraces the Scriptures as fully inspired and authoritative.
2. Demonstrates biblical moral and character qualities in accordance with I Timothy 3 as well as Petra Church's values, policies, and beliefs.
3. Embraces Petra's leadership habits and values. Models servant leadership in helping to support and fulfill the vision and goals of Petra Church. Embraces a culture of missions and volunteerism.
4. A humble heart. Not seeking a position or title, but a call to serve. A teachable spirit with a positive outlook on life.
5. If married, the spouse agrees with the values, policies, and beliefs of Petra Church and is in support of the Executive Pastor of Ministries' call and role in ministry.

Qualifications:

1. Five or more years of relevant executive-level leadership in a large church environment or other organization. Education in a related field is preferred but not required.
2. A proven track record of developing and growing departments, systems, staff, and volunteers.
3. Strong in the giftings of executing, administration, strategic thinking, influencing, and relationship building.
4. Able to employ a grace and truth skillset as it pertains to conflict resolution.
5. Good communication skills (both interpersonal and written/spoken).
6. Ability to meet prescribed goals as established by the church.

Petra Church Christian Values Statement

Petra Church believes that the breadth of its ministry is directly related to the depth of commitment each employee has to Jesus Christ. The Church also believes that the effectiveness of its public ministry is directly related to the authenticity of a private faith commitment by each employee. This truth requires that each employee have and maintain real and vibrant fellowship with Jesus Christ as their Lord and Savior. Each employee is seen as a full-time ambassador of Jesus Christ and the Church. All employees should live on and off the job in a manner consistent with demonstrating the message, mission, and character of Jesus Christ. Employees pray for the Church, its staff, its ministries, on a regular basis. Each employee will participate in staff devotional activities and should be prepared to pray with and provide biblical counsel to those seeking ministry.

Conduct Policy

We believe our staff, pastors, ministry leaders, members and volunteers need to demonstrate Christian character and high moral values. The Bible is our guide and it gives us instructions for holy living, such as found in Galatians 5:19-23; 1 Thessalonians 4:3-8, 1 Corinthians 6:9-11. The use of illegal drugs, life-controlling practices, viewing of pornographic materials, sexual activity outside of a heterosexual marriage, and homosexual and transgender behavior are incongruent with the Christian standards of character and morality we promote. Our mission is to be a healing and safe place for all people; we support those in recovery and in transformation. For this reason, we discourage the use of tobacco and alcohol.

Accountability:

To the Lead Pastor and relationally to the Elders

Status: Full-Time