

## **Hopevale Church: Executive Director/Pastor of Ministries**

### **Job Description**

#### ***Position Summary***

The Executive Director/Pastor of Ministries is responsible for leading and managing the Ministry Staff at Hopevale Church and its multiple campuses in accordance with our mission to be ***a community of grace and truth inviting people to know and follow Jesus.***

As “Chief of Staff,” the Executive Director/Pastor will...

- Work closely with the Senior Pastor and Elder Board to implement the Hopevale vision and values and then to correspondingly communicate, align, and direct the ministries of the church to achieve the mission.
- Facilitate the annual strategic planning process including evaluation of ministry performance, review of mission, vision and core values, development of key objectives and tactics, and establishment of short and long term goals.
- Create and maintain a set of key performance indicators (KPIs) that provide the Senior Pastor and Ministry Staff with ongoing visibility of the effectiveness of all functional areas of the church.
- Develop annual financial plans in conjunction with the Director of Finance and Operations (DFO) that fund the accomplishment of the strategic plan and meet critical financial objectives such as established cash reserve levels.
- Oversee the church’s multi-site expansion efforts and building programs including capital fund raising campaigns, master planning, design and architecture, contractor selection, and construction.
- Function as the key contact and primary authority for decisions, processes, and policies relating to the day-to-day management and functioning of the Ministry Staff.

#### ***Essential Duties and Responsibilities***

##### *Implementation of the Hopevale Church Vision*

- Meets regularly with the Senior Pastor to align on vision, objectives, and key deliverables
- Works closely with the Management Team and Ministry Staff Team to develop and align plans to execute on strategic objectives and tactical key results
  - o Monitors, measures and assists the Ministry Staff in fulfilling their plans and objectives

##### *Staff Responsibilities*

- Develops and manages the organization structure that supports the vision and ministry plans of Hopevale Church
  - o Identifies and prioritizes Ministry Staff needs corresponding to the growing and/or changing needs of the church body
  - o Assists and approves the recruiting for the Ministry Staff and their departments
- Oversees the recruiting, hiring, onboarding, and overall health of the Ministry Staff
  - o Equips, develops, and trains Ministry Staff to effectively implement the vision and mission of the church through their individual ministry areas

- Provides training for Ministry Staff on key areas of personal and ministry development, which may include but is not limited to: recruiting and retaining volunteers, conflict resolution, conducting effective meetings, change management and principles of effective teams
- Oversees annual employee Performance process
  - Recommends Ministry Staff salary adjustments
- Oversees/conducts Church Staff meetings and retreats in partnership with Senior Pastor
- Serves as the primary authority in addressing personnel matters: hiring, creating new positions, repositioning and dismissing employees, performance issues and staff discipline
  - Assists and approves the removal of any Ministry Staff personnel.

#### *Management Responsibilities*

- Conducts Ministry Staff meetings to clarify and execute strategic goals and ministry objectives
- Engages with Management Team and Ministry Staff Team to set the direction of the church in alignment with its vision and make decisions on issues related to church management
- Supervises the Ministry Staff, seeking to balance the needs, interests and perspectives of each respective ministry in team discussions
- Oversees and implements the strategic execution of all Ministry Staff initiatives, including ministry evaluation, goal setting and continued church-wide and ministry development
- Facilitates the annual strategic planning process with Management Team and Ministry Staff Team, with the objective of setting specific and measurable goals
- Regularly evaluates the health and effectiveness of the staff in individual ministries

#### *Budget and Finance Responsibilities*

- In all areas of budget and finance responsibilities, the Executive Pastor of Ministries will collaborate closely with the DFO to provide coordinated support for recommendations presented to the Elder Board for consideration
- Works with the Senior Pastor, Elder Board, and DFO to oversee church's finances:
  - Establishes priorities as defined by the Senior Pastor and the Elder Board.
  - Gathers information from Management Team and Ministry Staff Team to help develop the annual budget with DFO.
- Works with DFO to hold Ministry Staff accountable in all budgetary matters by holding regular budget performance reviews, and by reviewing exceptions to the budgets and granting approval where necessary according to established guidelines

#### *Practices, Policies and Procedures*

- Serves as the ambassador for church-wide policies and procedures across all campuses
- Provides consistent application of workplace practices, policies and procedures by all employees

#### *Other duties as directed*

- Participate in Ministry Staff functions (meetings, training events, retreats, socials)
- May engage in pastoral duties such as counseling, teaching, weddings, funerals, baptisms, and on-call visitation depending on the employee's ministry gifting and experience
- Additional projects and responsibilities may be necessary as requested by the Senior Pastor

## **Qualifications**

### *Education/Experience*

- Required: Bachelor's Degree in ministry or business administration
- Previous experience as a senior leader in a comparable setting (church, business, non-profit)
  - o Track record of leading and building teams in an employment setting
  - o 5 years of pastoral or lay ministry leadership experience in a local church
  - o Experience serving in a multi-site local church of 1,000 desired

### *Desired Attributes*

- Gift Set
  - o In addition to spiritual maturity, the gifts important to the fulfillment of this position include: Leadership, Administration, Communication, and Shepherding,
- Character
  - o A growing, committed follower of Jesus Christ (I Tim 3:1-7; Titus 1: 6-9) in the workplace, at home, and personal life
  - o Exhibits the fruit of the Spirit (Galatians 5: 22-23)
  - o Gives evidence to being a person of prayer and of the Word, sensitive to the leading of the Holy Spirit at Hopevale
- Chemistry
  - o Demonstrates solid support for the Senior Pastor, Elders, and the leadership team
  - o Able to bring diverse ministries into alignment with the overall direction of the church
  - o Endorses and supports the church's doctrine and ministry philosophy
- Competence
  - o Strong people skills, with the demonstrated ability to function as a leader-of-leaders in accordance with Ephesians 4
  - o Proven as a high capacity, catalytic leader, with a track record of mobilizing teams or volunteers
  - o Excellent written and verbal communication skills preferred – to be used in a variety of settings including formal presentations and large community gatherings, information meetings, and 1-on-1 mentoring opportunities
  - o Experience in recruiting, creating, developing and deploying volunteer teams
  - o Ongoing commitment to lifelong learning as it relates to the position

### *Relationships*

- Hired by recommendation of the Senior Pastor and the approval of the Elders
  - o Dismissal of this person must be by the vote of the Elders
- Reports to the Senior Pastor
- Collaborates with Director of Finance and Operations (DFO)
- Serves on Management Staff Team and Board of Elders
- Leads and interacts directly with top-level Management Team Staff as well as Ministry Staff
- Coordinates with DFO to manage other members of Church Staff