

DAYBREAK CHURCH

JOB TITLE:

Executive Pastor (Lead Pastor of Operations)

PURPOSE STATEMENT:

The Executive Pastor is responsible to create and maintain church systems, provide leadership to Operations and Support Ministries, equip staff and volunteers, as well as report to and provide leadership at the Governing Board level.

EQUIPPED BY and REPORTS to:

Reports to Governing Board

Equipped by and is a member of the Team of Lead Pastors

RESPONSIBILITIES:

1. **Governing Board:** *Facilitate* the monthly board reports and strategic policies at their meetings. *Administrate* the overall process that supports the elder chair to facilitate and follow up from Governing Board meetings.
2. **Operations Team:** *Design, develop and equip* the Operations and Support Ministries and Volunteer Teams (Facility, Finance, IT, HR, Communication, Office Services) in a way that creates a scaffolding of support for the other ministries of Daybreak to grow on. *Equip* and *Empower* each of the staff and leaders under their supervision as to their Soul Care, Equipping Plan, and Envisioning Strategy.
3. **Reporting and Data Management:** *Oversee* strategic data measurements including Daybreak's annual report, annual meeting, and annual reporting to the Alliance. Regular financial reporting, and membership reporting to the lead pastor team and governing board. *Facilitate* the tracking and communication of this information to the leadership teams of Daybreak as needed.
4. **Stewardship:** Facilitate the strategic systems and build the teams needed to disciple people in generosity, campaign fundraising, and church-wide celebrations of generosity.
5. **Strategic Planning:** *Support and Facilitate* the implementation of the Strategic Plan by working directly with the Lead Pastor Team. Discern and overcome roadblocks to its successful implementation, implement new systems to support strategy, and ensure we are consistently revisiting measurements of its success.
6. **Project Management:** *Facilitate* special strategic projects including church-wide events, staff reviews, budget process, spiritual and financial campaigns.

WORK SCHEDULE:

This is a full-time (45-50 hrs/week) position, Tuesday-Friday, and includes weekend and evening time requirements.

Scope of Work: *(Please complete this section with your supervisor)*

Current Budget Oversight Amount: Entire Budget

Minimum Level of Education Required: Bachelor's Degree, Alliance Accreditation

Minimum (# of Years) Experience Required: 8 years of Ministry/Business

Special Skills Needed: Organization and Business Skills, Public Speaking

of People directly impacted by work: Entire Church Family

of Direct Staff Reports: 2-4

of Ministry Team Leaders to Equip: 2-5

of Volunteers Responsible to Shepherd: Operations Teams