

Executive Pastor

Application Closing Date:	Friday 8 th February 2019
Interview Date:	Week commencing 18 th February 2019
Role:	The position is for a permanent contract, subject to a 6 month probationary period, based upon 37.5 hours per week.
Pay:	Set by Salary Committee (available on request)
Team:	Senior Staff
Reports to:	Senior Pastor
Responsible for:	Operational health of the church

1. DESCRIPTION

King's Community Church is looking for an organised, exemplary Executive Pastor to oversee the church's operations, and to lead and direct the staff. The Executive Pastor will set goals for staff to accomplish the church's mission and vision; support, coach and assess staff, implement processes to optimise operational capabilities, strive to expand and build the church, and manage the resources effectively. The effective delivery of the role will ensure members of different ages and from diverse backgrounds are all served effectively, and all church programmes and services are overseen with diligence and excellence.

Ideal applicants are capable leaders, spiritually mature and organised.

This role carries an Occupational Requirement for the applicant to be an active Christian, fully able to adhere to the vision and values of King's Community Church, Aberdeen and willing and able to engage with the spiritual life of the church.

2. REQUIREMENTS

The Executive Pastor:

1. Should have a vibrant, established, and continually growing relationship with Jesus Christ, illustrated by engagement and love for the local church and its members.
2. Must have a proven track record of effective leadership, wisdom, and personal integrity. If married, this person must have a healthy marriage and family based on the qualities of a pastor/elder found in I Timothy 3:1-7.
3. Must articulate a desire and calling to be a pastor.

4. Must have a sound, personal financial portfolio that is marked by consistent giving to the Lord's work and His church.
5. Should have several years of experience as a leader in a corporate business environment, and/or several years' experience already as an Executive Pastor in a thriving church.
6. Should have acquired business experience in people and systems management, administration or a related field and/or be in possession of a business aligned academic qualification.
7. In addition to possessing sound business acumen, must have a genuine shepherd's heart and experience in ministering effectively in diverse and multicultural settings.
8. Must have the proven capacity to manage individuals and teams successfully while operating effectively in the spiritual gifts of administration and leadership.
9. Must be given to strategic planning and strategic foresight so as to help lead the church to reach its potential and achieve its productive and relevant future.
10. Must be content in their role of not being the senior leader of the church. As the Executive pastor will report to and work closely with the Senior Pastor, it is necessary that a good working and relational chemistry develop between all senior members of staff.
11. Should be knowledgeable and able to function in the latest modes of technology, possessing excellent communication skills and the ability to confront people lovingly, wisely, and humbly. Due to exposure to sensitive information, the Executive Pastor must not be given to gossip.

3. AREAS OF RESPONSIBILITY

Supporting the Senior Pastor by:

- Fulfilling the role of being Chief of Staff.
- Accomplishing the church's mission through ministry effectiveness, evaluation, decision making and planning.
- Ensuring the operational readiness of the church through leadership and oversight of the staff, operations, project management and delivery; & putting effective systems and structures in place.
- Ensuring that King's Community Church is compliant in all areas required by both charity and company law.
- Working with the finance team in developing annual financial plans that fund the accomplishment and protect the longevity of the vision.
- Managing all buildings and land owned by the church.

Fulfilling the role of being Chief of Staff:

- Writing job descriptions and oversee 'hiring and firing'.
- Setting and maintaining correct HR processes including managing annual leave and reviewing policies.
- Supervising the staff in all aspects of their work.
- Developing a strategy for staff development including the setting of performance appraisals and a system for achieving goals.
- Ensuring good staff morale and alignment to the culture.
- Convening and chairing the Executive Team and other staff meetings.
- Working with the Salary Committee (determined by Board of Directors) to set Salary scale and reviews.

Accomplishing the church's mission through ministry effectiveness, evaluation, decision making, planning and overall direction of church staff:

- Working with the Finance Team to set annual budgets including monthly monitoring procedures.
- Evaluating ministry effectiveness for continual improvement.
- Establishing performance measures that provide ongoing visibility of the effectiveness of all functional areas of the church.
- Compiling statistical reports to monitor progress.

Ensuring the operational readiness of the church through leadership and oversight of the staff, operations, project management and delivery; and putting effective systems and structures in place.

- Providing operational oversight and line management to all staff.
- Ensuring effective IT systems and software are in place and available to staff.
- Facilitating the setting of the annual church calendar.
- Carrying responsibility for the smooth running of all services, events and ministries including overseeing volunteer teams and compliance to HSE requirements.
- Overseeing all communications, both internal and external.
- Managing and delivering projects as set by Senior Pastor / Right Hand Team.

Ensuring that King's Community Church is compliant in all areas required by both charity and company law:

- Ensuring correct policies and procedures are in place as required by statutory bodies.
- Submitting documentation as required to OSCR and Companies House.
- Working closely with the Board Of Directors, presenting regular reports and updates, informing and responding to the board as required.
- Convening and ensuring documentation of the Annual General Meeting.

Working with the Finance Team in developing annual financial plans that fund the accomplishment and protect the longevity of the vision:

- Line managing and working with the Finance Team to produce annual budgets, monitoring procedures and ensuring the development and oversight of a stewardship strategy with timely completion of year end accounts.
- Ensuring correct banking processes, savings and reserves.
- Growing and diversifying the income streams through funding, grants, social enterprise and other various means.

Managing all buildings and land owned by the church:

- Ensuring the ongoing financial viability of each property, including the shaping of the financial strategy, the management of utilities, insurances, inventories and the maintenance of properties.
- Overseeing the correct various security procedures including managing key holders.
- Developing and overseeing a strategy for maximising building usage for financial efficiency and ministry effectiveness.
- Overseeing conferencing and leasing of spaces including line managing all staff.
- Shaping a strategy for ongoing developments in building usage, improvement and acquisition.