

Saxe Gotha Presbyterian Church
Job Opening
Executive Pastor

General Description

The Executive Pastor will be responsible for supporting the Senior Pastor and the leadership of the church in the development, communication, and implementation of the church's mission and vision. This will entail specific strategic, administrative, and ministerial activities. The Executive Pastor will report directly to the Senior Pastor. Associate Pastors and program staff, with the exception of the director of Worship Arts will report to the Executive Pastor.

Strategic Activities

Support the Senior Pastor in fulfilling the church's mission and vision through strategic planning, evaluation of results, communication of various means, mediation, and problem resolution.

Work with the Senior Pastor and church leadership to keep the mission and vision of the church on target, well communicated, and visible in all aspects of the life of the church.

In conjunction with the Senior Pastor, design an effective system for following up with visitors and assimilating new members.

Conduct an annual review of the church's mission, vision, core values, programs, ministries, and associated procedures and policies. Report results to the Senior Pastor and to church leadership.

Conduct an annual evaluation of the effectiveness of the staff and the ministries of the church. Report results to the Senior Pastor and to church leadership.

Based on these various evaluations, recommend changes in programs, ministries, and staffing that will further the mission and vision of the church.

Promote faithful stewardship of time, talents, and treasures throughout the year, participate in the planning and execution of stewardship and fund raising activities, and report on the results.

Help the staff and ministry leaders prepare strategic plans that support the overall mission and vision of the church and develop annual departmental and ministry budgets to support those plans.

Ensure that appropriate, timely communications on strategic and other issues are taking place between the Ministry Teams, the staff, and the members of the church.

Ensure that policies approved by the Session are being followed in all matters.

Administrative Activities

Conduct performance reviews for all who report to him or her and oversee the completion of annual performance reviews for all of the staff. Maintain or recommend changes in evaluation materials.

Receive and review monthly reports on staff absences and paid leave. Review and approve leave requests for all direct reports. Address any issues with tardiness, excessive absence, or other abuses.

Work through the Church Business Administrator to oversee the daily operations of the church, including the facilities, landscaping, information services, and telecommunications.

Work with the Church Business Administrator to maintain personnel policies, ensuring compliance with state and federal regulations, fairness in the treatment of employees, competitiveness in the ability of the church to hire and retain employees, and insistence on ethical, Christian behavior among the staff.

Work through the Church Business Administrator to manage the finances of the church. Receive and evaluate reports on giving and spending. Participate in the development, review, and approval of the annual budget, ensuring clear support of the vision and mission of the church.

Oversee and direct the growing use of social media, ensuring useful and appropriate communications through Facebook, Twitter, LinkedIn, and other emerging media. Work with the Communications Director to ensure that *This Week at Saxe Gotha*, the website, posters around campus, social media, weekly bulletins, and external advertising are consistent with and clearly convey the vision and mission of the church.

Based on evaluations of performance and effectiveness, work with the Senior Pastor and the Personnel Committee to recommend additions to the staff, terminations, changes in job descriptions, new work assignments, and adjustments to pay.

Attend the regular monthly meetings of Session, the Support Ministry Team, and the Personnel, IT, and Finance Committees to keep abreast of decisions and concerns and to present status updates on his/her and other staff members' assigned duties.

Ministerial

Preach and teach frequently throughout the year to maintain contact with members, to be visibly present in the church, to convey his or her own understanding of the vision and mission of the church, and to encourage discussion and interaction with members.

Routinely contribute to *This Week at Saxe Gotha* and provide regular updates via social media as appropriate for the weekly activities and the sharing of the mission and vision of the church.

Provide pastoral care and counseling as appropriate, including regular hospital visitation.

Connect with the membership of the Church, participate in the programs and special activities.

Experience and Qualities

Must be ordained and have appropriate theological training and degree(s).

Must have extensive pastoral experience coupled with some experience in management.

Must have skills and experience in strategic planning applicable for a church our size.

Must possess a pastor's heart and have business acumen.

Must have the right relational chemistry to work closely with the Senior Pastor on all levels.

Must have excellent communications skills, especially to handle people lovingly, humbly, and wisely.

Must have the capacity to manage and direct individuals and teams effectively.

Compensation

The salary of the Executive Pastor will be commensurate with his or her education and experience. A competitive benefits package will be provided.

Interested parties should forward a complete application packet to email epsc@saxegotha.org to include:

- *A current resume or curriculum vitae*
- *List of three references*
- *A electronic video or audio file containing a recent sermon*
- *Cover letter with brief (one to two paragraphs) description of your interest and how you believe you can fulfill God's purposes through this position.*

For more information regarding this offering and Saxe Gotha Presbyterian Church go to our website www.saxegotha.org/leadership and click on "pastors".