



EXECUTIVE PASTOR JOB DESCRIPTION

JOB TITLE	Executive Pastor
REPORTS TO	Lead Pastor
EMPLOYEE DESIGNATION	Full-time, Pastoral, Exempt
WORK SCHEDULE	45-50 hours per week
COMPENSATION RANGE	Minimum of mid-40s. TBD based on experience.

SUMMARY

The Executive Pastor works closely with the Lead Pastor to strategically implement the Christ-centered mission and priorities of Grace City Denver. The Executive Pastor oversees and directs the day-to-day operations of the church and manages the church's resources with integrity. The Executive Pastor leads and equips other ministry leaders for personal growth and ministry effectiveness. The Executive Pastor willingly adapts to complement the Lead Pastor and to fit the changing needs of the church.

ESSENTIAL QUALIFICATIONS

PASTORAL

- Has a reputation for leading the life of faith and character required of a pastor in 1 Timothy 3:1-7 and Titus 1:6-9.
- Fully supports the statement of faith, mission, vision, values, and unity of Grace City Denver and represents Christ well in the community.
- Has demonstrated competency in Christ-centered, Gospel-driven ministry.

EDUCATION & EXPERIENCE

- Bachelor's degree required; Master's degree in a business or pastoral field is preferred.
- Must have experience in a local church setting and demonstrate familiarity with the demands and requirements of serving full-time on a church staff, how budgets function, and how to develop ministries in a local church setting.

PROFESSIONAL SKILLS

- Has the proven discipline and flexibility to prioritize and execute vital ministries without being micromanaged.
- Has proven success in conceptualizing, implementing, growing, leading, and staffing various projects and ministries.
- Has the ability to develop systems that function efficiently whether they are directly managed or delegated – and the wisdom to know when to do each.
- Has proven ability to think biblically, critically, systematically, and creatively.
- Has excellent verbal and written communication skills.



EXECUTIVE PASTOR JOB DESCRIPTION

INTERPERSONAL SKILLS

- Able to tactfully interface with a diverse group of people.
- Able to resolve conflict in a biblical, productive, timely manner.
- Able to give and take direction and feedback.
- Able to recruit, situate, and encourage volunteers.
- Able to collaborate with a team and speak as one voice on key issues.

PERSONAL TRAITS

- Able to multitask and simultaneously see tasks through to completion.
- Positive and self-motivated, a lifelong learner.
- Able to maintain a high degree of confidentiality, integrity, and transparency.
- Desires to serve in an active, highly educated, secular-liberal, urban context.

ESSENTIAL RESPONSIBILITIES

EXECUTIVE RESPONSIBILITIES

- Lead staff and volunteers in the implementation and execution of ministries that fulfill the purposes of the Church and meet the needs of the church's demographic.
- Ensure the operational readiness of the church by overseeing human resources, budgets/finances, supply, calendar, and facilities management.
- Collaborate with elders and deacons in creating an annual budget that accomplishes the strategic plan for each ministry area.
- Create appropriate assessments and utilize them in the regular evaluation of roles, ministries, and processes.
- Utilize a communication and collaboration tool (such as Basecamp) that optimizes teamwork and the flow of information throughout the church.
- Oversee the annual strategic planning process including: evaluation of ministry performance, review of mission/vision/values, development of key objectives and strategies, and establishment of short-, intermediate-, and long-range goals.
- Increase the effectiveness of leaders by dealing constructively with mistakes and weaknesses, gaps in giftedness, and lack of information or resources.

PASTORAL RESPONSIBILITIES

- Faithfully participate in services and special events.
- Actively participate in a Gospel Community and a culture of discipleship.
- Collaborate with other pastors/elders to provide the best pastoral care.
- Participate in leadership meetings.
- Function as the primary liaison between elders and deacons.
- Recruit and develop leaders.



EXECUTIVE PASTOR JOB DESCRIPTION

EXAMPLES

- Develop and oversee strategies and systems to increase small group participation and effectiveness, while equipping existing group leaders and developing additional leaders.
- Develop and oversee strategies and systems of hospitality to welcome and assimilate guests.
- Utilize a mix of media, technology, community service, special events, and evangelism to extend the Gospel impact of the church.

TO APPLY

Submit a resume, cover letter, and statement of faith to Lead Pastor Matt Hand at matt.hand@gracecitydenver.com by April 15th, 2017.

*Additional documentation will be requested of lead candidates.