



**TITLE:** Executive Pastor/ Operations Manager

**REPORTS TO:** Lead/Senior Pastor

**RELATES CLOSELY WITH:** All Pastors, Council, Staff, Leaders, and Volunteers

**HOURS:** Full Time – 35 hours per week

**OBJECTIVE:** To provide the operational culture, structure and support systems that will enable the church to function efficiently and effectively consistent with our visions and values

**The Executive Pastor will operate in five key areas:**

**1. Operations Management [25%]**

- Champion the development of systems and infrastructure by all ministry and support areas that supports healthy, long-term growth of the church.
- Identify, plan, and implement church procedures, processes and systems that streamline our ways of working related to administration, finance, human resources, supply, and facilities management.
- Work with church leadership and external specialists to ensure policies, procedures and guidelines are identified and adopted for review by the council in a timely manner
- Work with the Treasurer and bookkeeper to ensure that all the financial regulations and requirements are met and that appropriate financial procedures are in place
- Manage the church's insurance and compliance arrangements
- Oversee the maintenance and operation of computer, information, technology, and communication systems.
- Provide support to church council as required. This may include attending council or committee meetings as a non-voting member and working with senior leaders, Chair, Secretary, and treasurer to manage church business.

**2. People Training and Development [25%]**

- Ensure appropriate training is in place for all staff and volunteers
- Support ministry reviews and development of annual plans aligned to our strategic plans
- Oversee the hiring and evaluation of staff.
- Makes recommendations for salary and benefit adjustments to the Church Council for the annual budget, according to strategic plan and established policy.
- Conduct executive coaching sessions with ministry leaders monthly.
- Development of, documentation of, and adherence to the Employee/Policy Handbook, By-laws, and procedures.

**3. Facilities Management [15%]**



- Provide leadership to Building Services Technician in defining and implementing facility or operations strategy, structure & processes
- Collaborate with the facilities teams in providing strategic direction and growth & maximizing synergies between church and rental initiatives
- Ensure a multi-year strategy and roadmap in conjunction with general operations, system contingencies and upkeep

#### **4. Communications [10%]**

- Ensure that all relevant church news and activities are effectively communicate
- Ensure the website remains current and co-ordinate the output of the church's social media channels
- Coordinate and lead bi-weekly staff meetings and other activities designed to clarify and execute the goals, objectives, and programs.

#### **5. Pastoral Care [25%]**

- Provide spiritual leadership and pastoral care to the congregation, fostering a culture of faith, love, and service.
- Develop and deliver engaging, biblically based weekly sermons during worship services, as well as on special occasions and events.
- Mentor, council and meet with individuals.