

## NEW LIFE Fullerton (PCA)

### **Executive Pastor (if a TE) Executive Director (if not a TE)**

#### Job Description

##### **Reporting Relationships and Role Purpose:**

The Executive Pastor/Director will report to the Lead English Ministry (EM) Pastor. Part of the goal in creating this executive ministry position is to enable the Lead EM Pastor on a week-to-week basis to focus on prayer, preaching, writing, leadership development and shepherding the elders and pastoral team.

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##### **Principal Responsibilities:**

1. Prepare for and lead regular staff meetings.
2. Primary responsibility of the Executive Pastor/Director is to strategically execute the five year vision of New Life Fullerton.
3. Work with the Lead EM Pastor, who has primary responsibility to set the overall vision of New Life, as well as with the rest of the pastoral team and elders,
  - a. Execute a strategic plan for the vision, and implement the structure to accomplish it (this five-year strategic plan will be amended and updated, as necessary, and as execution of it moves forward)
  - b. Develop the ministry vision and plan for New Life after completion of the current five-year plan. This oversight responsibility includes but is not limited to the following ministries:
    - i. Missions Committee (Oversight of Lay Leader in Charge)
    - ii. Education Department (including Staff Oversight)
    - iii. Community Groups (volunteer members)
    - iv. Discipleship Groups (volunteer members)
    - v. Multi-media (volunteer members)
    - vi. Sunday Worship (Includes oversight of Praise Team)
4. Manage the paid ministry staff in a way that reflects the ethos of the Lead EM Pastor and includes the following practices and priorities:
  - a. Build consensus among staff rather than holding to a traditional top-down directives
  - b. Communicate in a gracious and friendly manner at all times
  - c. Fostering a team-oriented ministry environment
  - d. Give priority to unity over efficiency
  - e. Enable each staff member to do his/her ministry tasks effectively and with excellence as the Lord has gifted each of them.

5. Design and implement a process-focused organization. This includes building and executing an infrastructure based on best practices that ensures that internal processes, programs, policies and systems are capable of supporting timely decision making, effective communication at all levels. Support growth while meeting organizational goals of excellence in all we do.
  6. Provide leadership and day-to-day principal managerial oversight of operational functions to include (but not be limited to):
    - a. Human resources (Design and implement, in coordination with the Treasurer and the Lead Pastor, a performance appraisal system for developing, assessing and rewarding members of the pastoral and non-pastoral staff.
    - b. Sunday operations (in addition to Sunday worship)
    - c. Weekly office operations
    - d. Marketing and communications
    - e. Information technology
    - f. General Administration
      - i. Insurance
      - ii. Transportation
      - iii. Facilities
  7. Partner with the Church Treasurer (Volunteer Member) and Accountant (Outside Consultant) to develop, get approval for, and manage the annual operating budget, which includes:
    - a. Payroll
    - b. Finance
  8. Provide and coordinate regular updates (by in-person meetings, email communication, etc) to the congregation on the financial position and budgetary needs of the church.
  9. Proactively address organizational challenges, relational difficulties, the spiritual and physical health of the staff, individually and collectively, and provide leadership to resolve issues as they arise.
  10. Ensure operational alignment with existing and any future church plant(s).
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**Qualifications:**

- The Executive Pastor/Director should have a strong leadership and management background, demonstrated problem-solving and decision-making abilities, and proven organizational skills, coupled with a humility that respects the plurality of the elders.
- The Executive Pastor/Director should have an understanding of, and a commitment to maintain and grow, the leadership unity we have enjoyed at New Life at the session and staff levels.

- The Executive Pastor/Director should have a good understanding of the unique challenges of working in a church environment and be able to demonstrate a humble, positive and non-cynical attitude toward colleagues and lay members of the congregation alike.
  - A minimum of 5 years of full time professional or ministry experience.
  - Prior church experience preferred.
  - Theological views must be in accord with the Westminster Standards.
  - Working knowledge of standard business software applications required.
  - Ability and willingness to learn and use church management software.
  - A college degree is required. A degree in a business-related field is desirable. If pastor, then a masters degree in theology or divinity is required.
  - For an Executive Pastor, he must be a TE in good standing in the PCA or willing to transfer to the PCA.
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**How to Apply:**

Please send a cover letter, resume, and contact info for three references to  
HR@newlifefullerton.org

**Supervisor:** Rev. Will Chang

**Hours:** 40-50 hours/week

**Pay:** Competitive

**Start Date:** January 1, 2018