

Position: Executive Pastor	
Orangewood Church, PCA; Maitland, Florida	Full-Time; Exempt

Job Summary

Serving as the church’s senior team leader, the Executive Pastor (Pastor) reports to Orangewood’s Executive Director and is responsible for executing vision, providing leadership to staff and overseeing the strategic ministry objectives of Orangewood Church. The Pastor oversees and manages administration, business and financial operations. Also, this leader is responsible for the fulfillment of stated ministry objectives, driving internal process improvements, overseeing the selection and development of outstanding talent, while partnering with the Senior Pastor, the Session and other church leadership.

The aim of this leadership position is to ensure that all Orangewood ministry resources (human capital both staff and lay participation, financial and physical assets) are appropriately and effectively utilized to deliver the highest quality of ministry, projects and activities while maintaining unified alignment with the church and school mission.

Additionally, the Pastor will provide senior leadership to Orangewood Church operations by overseeing and managing the ministry staff responsible for the daily operations and execution of all ministries.

Lastly, the Pastor will serve as the chief steward of Orangewood Church’s financial resources, developing and overseeing a strong financial, as well as, operational infrastructure to support the ministry objectives of both the church and school.

Key Responsibilities

Operations, Ministry Strategy, and Quality Practices

- Lead the strategic development, implementation, evaluation and periodic refinement of comprehensive ministry initiatives.
- Create the structure and processes necessary to manage church operations and its projected growth.
- Continuously analyze ministry operations and their productivity, efficiency, and results in order to insure continual process improvement.

- Direct the preparation of short and long-range plans and budgets based on strategic vision to insure the highest possible attainment of stated goals and growth objectives.
- Review and determine operational practices, strategy and documentation, inclusive of staff training and organizational documentation (I.e. roles & responsibilities).
- Assist in the alignment and reallocation of staff and responsibilities, as warranted.
- Work with the appropriate groups to produce and manage departmental budgets.
- Coordinate key deliverables across all ministry functions; lead and/or consult on complex ministry project issues.

Leadership and Communications

- Implement the necessary strategies to quicken the pace of the environment where new variables may constantly emerge.
- Help to serve as a conduit between the church and its schools.
- Collaborate with church leadership to solve problems, maximize effort, and achieve stated ministry objectives.
- Promote and help foster a culture that ensures effective communication inside the entire ministry enterprise helping to lead it to optimal efficiency and effectiveness.
- Serve the church as a principal contact to its Ministry Partners, churches and the community. Assume the responsibility to becoming another face of Orangewood to its members, school families and the community alike.

Finance and Ministry Analytics

- Oversee ministry planning by directing and administering financial plans via accounting policies, review and analysis of financial reports. Establish, maintain and analyze budgets and other controls to improve efficiency and a balanced budget.
- Develop key ministry performance indicators and execute plans to fulfill strategic plans and achieve operational excellence.
- Use available and/or create new business systems and reporting functionality to solve problems and identify areas for improvement.
- Evaluate the results of overall operations and financial strength on a regular and systematic basis. Report results to the Senior Pastor and/or the Session and other leadership.

Innovation

- Participate in the development and launch of new ministry strategies.
- Identify and implement relevant standards of excellence.
- Introduce cost savings and quality improvement initiatives.

Ministry Talent Development

- Provide strong leadership and management to grow and mentor team members inclusive of providing the team with the necessary direction, tools & resources, and consistent feedback to create a best-in-class team of ministry professionals.
- Maintain a sound plan of overall ministry organization, establishing policies to ensure adequate team member development and to provide for capable leadership succession.
- Ensure that all team members meet or exceed all activity levels respective to their core responsibilities.
- Attract and retain a highly effective team through thorough selection processes, mentoring, coaching, and personal development.
- Ensure individual and team success through continuous evaluation, constructive coaching, and results-oriented motivation.
- Oversee the ongoing review of compensation; reward and recognition systems to motivate and engage team members.
- Foster team engagement.

Additive Requirements

Commitment to Orangewood Church, Orangewood Christian School, and Maitland Community Preschool's mission and values.

Serve as a confidant and advisor to the Senior Pastor, Executive Director and leadership team

Maintain discretion and tact in all ministry and marketplace activities

Handle sensitive information and maintain confidentiality

Serve the church and schools as a principal leadership contact to its Ministry Partners, churches and the community.