



Executive Pastor

All Souls Community Church
Suffern, NY

Job Description:

Status: Full-time (Part-time modified role for suitable candidate)

Supervisor: Lead Pastor

Salary: Compensation commensurate with experience
(Please send resume to: office@allsoulscommunity.com)

Mission: Engage, equip and deploy key department leaders, contract employees and volunteers to help lead people into a growing relationship with Jesus Christ through the effort of core church operations.

Vision: Leverage your shepherding role as a catalyst for helping All Souls Community be a church of disciples making disciples that unchurched people love to attend.

Bottom Line: Initiate, supervise and provide the leadership necessary to develop and enhance strategic ministry initiatives and core church operations so that attendees at All Souls Community can grow in their relationship with Jesus Christ.

Staff Values:

- Open Handedness - How are you choosing to hold tightly to God and loosely to everything else?
- Replacing Yourself - Who are you apprenticing and/or mentoring?
- Making it Fun - How are you making All Souls Community an enjoyable place to work?
- Collaboration - How are you leveraging the talent and skills of staff outside your area?
- Celebrating Others - What are you doing to appreciate others and be generous toward them?
- The 2% - What are you doing to pursue excellence in your area?
- Rhythm and Balance - How are you managing your time and taking care of yourself spiritually, physically, relationally, financially, and emotionally?

Key Attributes:

- Mature: Has a growing and vibrant relationship with Jesus Christ. Full of the Holy Spirit, and knows how to live and lead out of that fullness
- Honest: Can be trusted to do what they say and say what they mean
- EQ: Relationally connects well with different people and promotes peace with sensitivity
- Hungry: Driven to accomplish tasks and reach goals
- Humble: Puts others first and isn't consumed with getting credit

Preferred Skills and Knowledge:

- Creative thinker and problem solver
- Excellent team builder
- Able to develop and shepherd high capacity leaders (staff and volunteers)
- Proficient in developing relationships with volunteer leaders
- Excellent grasp of business management and communication systems
- Naturally implements vision
- Excels in written and verbal communication
- Accomplished organizer and manager of administrative needs
- Proficient in leading staff through evaluations, goal setting and leadership development
- Masters in Divinity preferred

RESPONSIBILITIES

Job Summary: Provide shepherding and leadership to staff and key volunteer groups motivating and guiding them to lead people into a growing relationship with Jesus Christ. All the while, leading the staff to participate in reaching strategic goals and producing excellence in core church operations. Executive Pastor will leverage the shepherding role to become a catalyst for growth at All Souls Community, in both spiritual and numerical growth for your team and the adult attending base.

Primary Duties and Responsibilities:

Overseer: **LEAD**

- Pray and collaborate with the Lead Pastor to identify and articulate the church's purpose, vision and goals. Keep the ministries of the church moving in the right direction.
- Assist in keeping all church staff functioning at a high level and in accordance with their core strengths.
- Give oversight for the development, implementation, and execution of the church's strategic plan.
- Function as a member of the Pastoral Staff, teaching, preaching, performing baptisms, weddings, funerals, etc. as requested.

Administrator: **MANAGE**

- Direct staff, department, and lay leaders to develop, implement, and evaluate the church's strategy for achieving its purpose, vision, and goals.
- Ensure that staff, department, and lay leaders meetings are vibrant and effective.
- Oversee the overall operating budget of the church, while developing systems for handling finances that are accountable and efficient.
- Supervise the planning and execution of the ministry portion of the annual budget.
- Facilitate an annual strategic planning process, including evaluation of ministry performance. Keep ministry teams running at full capacity.
- Track and analyze overall church trends (attendance, giving, first-time guests, etc.) to develop strategic initiatives for progress.
- Coordinate with the Director of Operations to implement the policies of the church.
- Serve as the Human Resource director for all employees which would include:

- Staffing, including aspects of hiring, reviewing, mentoring and terminating staff, in coordination with the Session. Setting a staffing pay grid.
- All personnel files dealing with salary, benefits, timesheets, vacation time, and sick leave
- Manage performance reviews process
- Develop and maintain the staff handbook

Recruiter: **CONNECT**

- Develop a Volunteer Growth Strategy that ensures numerical growth, overall development, deployment, and recognition of all church volunteers.
- Champion overall improvement in the church's operational readiness in all areas by working with and influencing department leaders to value and build strong operational capabilities in their different ministry areas.

Salary and Benefits

Pay:

- Annual Salary
- Additional Annual Benefits:
 - Group Health, Dental, Vision, and Life Insurance

Housing:

- Church Parsonage valued at \$2,500./month

Vacation:

- 15 days of paid vacation time (with supervisor approval)
- Closed during the week between Christmas and New Year's

Sick Leave:

- Sick leave awarded in accordance with Staff Handbook