

## Executive Pastor/Director

### Job Description:

The Executive Pastor/Director (EP) will take a lead role in the strategic planning and implementation of Wildwood's vision and mission as it relates to the Wildwood staff. The EP will provide primary executive leadership to the staff by setting annual and long-term goals with the Senior Pastor and strategically aligning the staff towards reaching those goals. He will oversee the development of annual Ministry Plans by staff to ensure their alignment with the Vision and Mission of Wildwood.

The EP will also maintain and strengthen partnerships with the Northside Community Center, other like-minded churches and partner ministries both locally and internationally. He will likewise interface with the Wildwood Session, Deaconate and Ministry Teams. He will work in concert with the Finance Team to develop the annual budget and staff compensation packages.

### **Essential Qualifications for the Executive Pastor/Director:**

- Be a person of prayer in personal practice and emphasis.
- Be a student of God's Word in the Reformed traditions by faithful study, reading, and application.
- Demonstrates emotional health and spiritual maturity in personal relationships, good judgment and personal integrity.
- Be a person of Christian character, committed to a manner of life consistent with the faith and practice of Biblical Christianity.
- Winsome, team-oriented leader of leaders who is humble, teachable, approachable and committed to coaching and empowering others.
- Be a leader for staff and volunteers, coaching, motivating, and aligning the direction of these programs with the mission of Wildwood Church to move hearts, make disciples, care deeply, and serve freely.
- or an Executive Pastor, prior church leadership and ordination in the Presbyterian Church of America is required.

### **Primary Responsibilities:** (Approximately 70% of working time)

1. Provide support for the Senior Pastor allowing him to focus on his calling without undo administrative, supervisory or management involvement.
2. Lead and support the staff in their ministries, as they develop healthy relationships among each other, their subordinates and volunteers.
3. Establish and maintain key performance metrics to evaluate the effectiveness of all areas and ministries of the church.

4. Oversee the administrative processes and systems, which support the staff and volunteers.
5. Lead meetings and drive agendas for the Wildwood staff, as the Senior Pastor directs, and attend meetings of the Session.

### **Secondary Responsibilities:**

1. Conduct effective annual performance reviews, establish clear expectations for the staff and ensure ongoing opportunities for clear feedback and development.
2. Ensure effective communication of vision and mission to pastors, officers, staff and congregation.
3. Serve on the Finance Team and work in concert with the team as they review each ministry's annual financial budget requests. Work with the Finance Team as they cultivate overall church financial health and stewardship principles.
4. Serve on the Human Resources Team and work in concert with the team to evaluate and improve the human resources policies and procedures so that Wildwood's staff feels protected and cared for.
5. Ensure that the staff organization plan is completed by the recruitment and training of new staff, with the help of the Senior Pastor and any appropriate search team(s).
6. Collaborate with the pastoral staff regarding other areas of need and be prepared to step in, as the Senior Pastor directs.

### **Education and Experience Requirements:**

- Graduate or Seminary Degree Preferred, with a bachelor's degree as a minimum.
- Experience in Office productivity software, social media.
- Minimum five years of church-wide experience, organizing and leading staff and volunteers.
- For Executive Pastor, ordained or eligible to be ordained in the PCA.

### **Work Hours, Compensation and Benefits:**

- This is a full time position
- Salary and benefits commensurate with experience

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