

EXECUTIVE PASTOR

Last Updated: June 2023

Reports to: Lead Pastor

PRIMARY PURPOSE

The executive pastor leads the staff, oversees the church's operations, and develops the congregation in stewardship and generosity. This role requires a passion for both leadership development (helping the staff team thrive) and practical stewardship (running stuff well and getting stuff done). The right leader will possess a pastoral heart and instinct, a passion for gospel ministry, and proven skill in organizational leadership and management.

QUALIFICATIONS

- Firm Beliefs - Has a high view of Scripture and completely affirms and adheres to Redeemer's Beliefs and Core Convictions
- Gospel-Centered - Seeks to abide in Christ while speaking the Gospel to themselves and others.
- Proactively Relational - Regularly builds healthy relationships by reaching out, listening, and loving others well.
- Can-Do Team player - Offers patience and grace to others and is eager to collaborate, assist, and serve the interests of the team sacrificially.
- Eager to Grow - Understands they have not yet arrived and can receive feedback to grow. Understands the value of continual, incremental improvement over an extended period.
- Clear Communicator - Represents themselves and the organization well through verbal, written, and nonverbal communication.
- Persistent and Focused - Can manage time, energy, and resources independently and responsibly so that they devote themselves to productive activities.
- Humble, Positive Leader - Has an authentic, joyful attitude and genuine desire and eagerness to engage, develop and lead others while humbly giving themselves to the task and people at hand.

GENERAL RESPONSIBILITIES

- Continue to grow in the Gospel to ensure that you are actively worshiping Christ in and out of Sunday morning
- Participate in weekly staff meetings and Sunday planning meetings
- Attend and/or serve at Redeemer functions as needed (i.e. partnership dinners, Christmas Eve Service, a conference hosted by Redeemer, etc.)
- Participate in the creative planning of special events with the Staff Team
- Participate and relationally engage in the life and ministry of Redeemer on Sundays and throughout the week

EXECUTIVE RESPONSIBILITIES

- Help to shape church and staff culture through healthy presence and effective communication that casts vision, creates unity, and advances the mission
 - Participate in conversations with Lead Pastor regarding overall staffing and ministry strategies
 - Participate in weekly Sunday planning meetings
 - Consult, assist, and troubleshoot with other staff regarding their ministries. As needed, proactively speak into potential weak spots or areas of potential improvement in order to ensure alignment, effectiveness, and strategic development.
- Provide leadership and oversight to direct reports
 - Admin Assistant (weekly check-in)
 - Technical Director (weekly check-in)
 - Family Life Pastor (weekly check-in)
 - Student Pastor (weekly check-in)
 - Church Life Director (weekly check-in)
- Manages the Operations of the Church
 - HR: payroll; benefits; hiring and firing; review & evaluation; policies & procedures
 - Facility: leases, operations, equipment, maintenance, & capital improvements
 - Meet with the Operations Team quarterly to review insurance, employee handbook, finances, Venue and office space contracts, etc.
 - Security Team: training; logistics; compliance
 - Liaise with Johnson City Police and Sunday security officer
 - Ensure that the emergency evacuation plan is up to date and clearly communicated.
 - Oversight of church-wide communication (email, website, etc)
 - In a nutshell: ensure the “business of the church” is executed well in order to facilitate and support the ministry of the church
- Manages finances and develops stewardship and generosity.
 - Helps to set financial goals in collaboration with the Elder Team
 - Create and implement strategy for donor relations
 - Review monthly expenses and meet with staff as needed to evaluate spending
 - Meet with the bookkeeper and Operations Team leader monthly
 - Provide leadership to special projects such as: fundraising, church planting campaigns, etc.)
 - Responsible for creating the annual budget with input from elders and operations team
 - Sign checks with bookkeeper each week

PASTORAL RESPONSIBILITIES

- Provide a visible and accessible leadership presence during weekend services
- Preach four times per year and serve in other roles as needed- i.e calls to worship, prayer, announcements, etc.
- Teach classes and seminars as needed.

- Provide specialized pastoral care when appropriate (funerals, hospital visits, weddings, premarital counseling, etc.)
- Provide short-term individual counseling as needed
- Support, encourage, uplift, visit, and help those in need in our church and the broader community.

WHAT SUCCESS LOOKS LIKE

- Redeemer is staffed well: high-capacity staff, in roles where they "fit," flourishing as disciples and as leaders/employees
- The church as an organization is well-led and well-managed, freeing pastors to focus more on ministry to people than on organizational problems
- Elders have timely, accurate information about operations & finances so they can make effective decisions
- The various systems and structures of Redeemer are working well, being consistently refined for optimal effectiveness
- Property is being well-utilized and well-maintained
- Redeemer budgets well and anticipates future expenses

EXPECTATIONS & COMPENSATION

- Hours: 40-50 per week
- Salary: to be determined based on experience and stage of life.
- Benefits: 10-20 vacation days per year (based on total years in ministry); five spiritual refreshment days, 12 days off for major holidays, 12 sick days per year, \$1800 expense account; \$1200 in continuing education; full reimbursement for monthly phone coverage, a laptop or iPad.

TO APPLY

Please submit a resume, cover letter, and three references to jobs@redeemercommunity.com. Applications will be reviewed on a rolling basis until the position is filled.