

# Job Description

**Title: EXECUTIVE PASTOR**

**Hours per week:** FTE – 40 hours per week

**Responsible to:** *Lead Pastor*

**Responsible for:** **Day to Day Operations**  
**Staff and Ministry Leaders Supervision**  
**Administrative Oversight**

**Duties Overview:** **To give leadership in matters pertaining to Ministry Leaders, Staff, Day to Day Operations, Administration, Finance, Life Groups Ministry and Church Vision implementation under the direction of the Lead Pastor**

## **Expected Outcomes:**

1. The Executive Pastor role is to release the Lead Pastor to focus on giving leadership to the church; to teaching and preaching the Word, to shepherding the flock; to spiritually leading the staff and volunteers etc.
2. To strengthen the administrative foundation so that the church can continue to grow in its outreach and ministries expand without imploding due to disorganization, conflict and confusion.
3. To steward, and invest in the staff, ministry leaders, resources, facilities, talents and abilities to enable greater effectiveness of ministry.
4. To increase the serving capacity of the greater church.
5. To develop, strengthen and implement the Policies & Procedures of Northstar Church

## **Qualifications & Training for the Executive Pastor:**

- A clearly demonstrated love for and willingness to serve, equip, and minister to Northstar's leaders, greater church body and community.
- A fully-devoted follower of Jesus Christ, full of faith and the Holy Spirit, as demonstrated by testimony and personal habits.
- Must be in full support of Northstar's Church Vision Statement, as well as in agreement with and support of the Statement of Faith of the Fellowship of Evangelical Baptist Churches in BC & the Yukon (Fellowship Pacific)
- An experienced administrator

## PRIMARY DUTIES

1. **Administrative Systems:** To develop and oversee **administrative systems** that will facilitate the growth and development of the overall Northstar Church ministry. To develop the necessary Human Resource policies, procedures and systems that support a multi-staff church that will facilitate growth rather than impede it.
2. **Day to Day Operations:** Handling day-to-day administrative issues that arise as a staff overseer.
3. **Developing Leaders:** To develop and oversee Staff and Ministry Leaders in the day to day, month to month and year to year of ministry leadership responsibilities. Done in conjunction with, and in support of the Lead Pastor.
4. **Financial Systems:** To provide support to the Treasurer and Elder Board in developing and managing financial systems to ensure Northstar Church is in compliance with all government regulations and is operating as a good steward of the financial resources entrusted to it. To volunteer as a member of the Finance Committee.
5. **Strategic Systems:** To assist the Lead Pastor and Elder Board in the further development of a strategic plan to guide the future direction of Northstar Church
6. **Communication Systems:** To assist in the development and oversee the communication systems needed to support the overall ministry of Northstar Church including the website, database system, periodic church-wide communications.
7. **LifeGroup Systems:** To oversee the LifeGroups ministry with an exploration of the Missional Communities model. This involves training and oversight of this ministry, and working in cooperation with the Lead Pastor.
8. **Serving Leaders:** To provide the Elder Board with the administrative support and expertise in developing policies and procedures that comply with the provincial regulations governing charities in order to enable Northstar Church Leadership to pursue its vision
9. **Serving on Sunday's:** To oversee the working of different ministry leaders in the Sunday service.

## SECONDARY DUTIES

1. **Lead Pastor Assistance:** To assist and support the Lead Pastor as requested in day to day operations, working with Staff & Ministry Leaders, Sunday Services and other ministry activities as directed by the Lead Pastor.
2. **Church and Leadership Participation:** To attend and participate in weekly staff meeting, Elders meetings and other key church body meetings and gatherings.