EXECUTIVE PASTOR

Ministry Description
January 2014

Southern Gables Evangelical Free Church (www.sgc.org) in Littleton, Colorado is a church with a rich history of ministry in the Southwest Denver area and beyond. We are a body of believers in Jesus Christ committed to the mission of **building a community of Christ followers to reach our world, locally and globally, for Jesus Christ.** We seek not an employee but a team player who will take full ownership of the ministry vision God has given us. The ideal candidate will have a heart to glorify God through encouraging us individually and corporately to pursue Christlikeness. We have an average attendance of 600 people between two musically different worship services.

**Character:**
We seek an individual who can model what a mature follower of Christ looks like. Since this is a pastoral position, and we see the Scriptural duties of a pastor and elder as being synonymous, the candidate should exhibit the character qualities listed in 1 Timothy 3:1-7, Titus 1:5-9, and 1 Peter 5:1-5. Although ministry competencies are essential, even more important than ministry competencies are his character competencies. This will be evidenced by modeling a growing relationship with Christ and a desire to more fully lead others into Christlikeness.

**Job Responsibilities:**
The Executive Pastor will be responsible to champion our mission of **building a community of Christ followers to reach our world, locally and globally, for Jesus Christ** through passionately overseeing the following areas of ministry: 1) general pastoral duties, 2) staff oversight and leadership development, 3) strategic ministry planning and implementation, 4) Global Outreach Team oversight, and 5) other duties as deemed necessary. With these areas of oversight, the following duties become obvious:

1. **General Pastoral Duties**
   a. Meet regularly with the Sr. Pastor for ministry planning, direction, evaluation and communication
   b. Shepherd the flock of God by conducting weddings, funerals, baptisms, hospital visits, trainings as necessary
   c. Preach in Sunday AM services as called upon (average once every 8 weeks)
   d. Attend necessary meetings on behalf of the Sr. Pastor, acting as a liaison (primarily Property & Finance and Nominations)
   e. Provide pastoral oversight for our Men’s Ministry Team
   f. Serve on the Elder Board as a non-voting member

2. **Staff Oversight & Leadership Development**
   a. Manage the Associate Pastors, Directors, Business Administrator and other staff as needed
   b. Meet regularly with Associate Pastors, Directors, Business Administrator, and other staff as needed to develop relationships, communicate vision, train and equip for ministry when necessary, and evaluate ministry progress/job performance
   c. Partner with the Sr. Pastor in overall staff development through meetings, retreats, and team building
   d. Be available to the Associate Pastors, Directors and other paid staff to assist in timely decision-making and maintenance of effective working relationships within the staff
   e. Under the authority of the Elders and in conjunction with the Sr. Pastor, oversee the hiring, retention, and termination of present and future Pastoral and other ministry-related staff (with the exception of the Sr. Pastor)
   f. Develop and implement effective processes for the hiring and ongoing evaluation of Pastoral staff and Ministry Directors
   g. Work with the Business Administrator to develop and implement staff policies and compensation guidelines for Elder Board and Property & Finance Committee approval
3. **Strategic Ministry Planning & Implementation**  
   a. Assist in developing and executing the vision of the Sr. Pastor and Elders throughout the church leadership structure:  
      i. Assist the Sr. Pastor in developing, refining and implementing our Strategic Plan through our Action Initiative Teams  
      ii. Work with pastors, staff, and elder teams to design an effective strategic ministry plan  
      iii. Work with Sr. Pastor, Associate Pastors, Directors, Elders, and lay leaders to implement the strategic plan into the life of the church in a timely manner  
      iv. Evaluate our ministry processes regularly to determine our effectiveness and recommend changes as necessary  
      v. Lead and/or participate in ongoing and short-term teams as needed (i.e. financial, special events, etc.)  
   b. Evaluate new ministry opportunities to determine their potential effectiveness within our defined mission  
   c. Assist the Sr. Pastor in clearly communicating mission, vision and ministry plans to paid staff, the church at large, and the community as needed  
   d. Facilitate the flow of ministry planning information to and from paid staff to the Elder Board and Property & Finance Committee to aid in their decision-making  

4. **Global Outreach Team**—Depending on interest and passion, this responsibility could fall to the Executive Pastor. The oversight of Global Outreach is to be carried out through the Global Outreach Team:  
   a. Work with the Elders and Global Outreach Team to refocus and articulate our global missions strategy, affirming praiseworthy expressions of our legacy while simultaneously moving us into our preferred future  
   b. Make sure the vision can be simply and clearly articulated in such a way that our younger generations will passionately buy in  
   c. In conjunction with the Sr. Pastor, teach and train the congregation about the Biblical basis for our church to be involved in missions  
   d. Care for our missionaries through communication, prayer and support of the local church  
   e. Develop infrastructures to facilitate more meaningful interaction between mission fields and SGC members  
   f. Help plan and implement efforts to keep the vision and financial needs before the congregation throughout the year  

5. **Other Duties**—occasional responsibilities deemed necessary by the Sr. Pastor

**Anticipated Time Commitments:**  
The Executive Pastor will work **approximately 50 hours per week**; some weeks may be more, some may be less. Anticipated time commitments are roughly as follows: 1) 10 hours per week general pastoral duties, 2) 10-15 hours per week staff oversight and leadership development, 3) 10-15 hours per week strategic ministry planning and implementation, 4) 8 hours per week Global Outreach development, and 5) 5 hours per week miscellaneous duties.

**Authority and Structure:**  
The following table illustrates the lines of authority at Southern Gables Church:

<table>
<thead>
<tr>
<th>Christ-Head of the Church</th>
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<tbody>
<tr>
<td><strong>Congregational Rule</strong></td>
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<tr>
<td><strong>Elders Lead</strong></td>
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<tr>
<td><strong>Sr. Pastor</strong></td>
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<tr>
<td>Executive Pastor</td>
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<tr>
<td>Ministry Staff/Support Staff/Work with PFC and Nominations</td>
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The Executive Pastor will serve as a non-voting member of the Elder team. He will be the “hinge” between the Senior Pastor, Elders and staff to ensure that communication and implementation takes place. In terms of the general division of labor between the Senior Pastor and Executive Pastor, the Senior Pastor is responsible for vision and the Executive Pastor is responsible to work with the Senior Pastor to refine and implement the vision. Specifically, the Senior Pastor is responsible for vision, worship services, and leading the Elders, and the Executive Pastor will oversee the staff to make sure the vision is being implemented in each ministry. The Senior Pastor and Executive Pastor will work together to lead staff meetings—the Senior Pastor setting the spiritual tone and the Executive Pastor carrying out the business portion of the meeting. The Executive Pastor will be responsible, in conjunction with the Senior Pastor, for overseeing the staff. Moreover, the Executive Pastor will work closely with our various deacon teams to make sure the work of the church is being carried out effectively.

**Knowledge, Skills, and Abilities:**

1. Knowledge of the Word of God, especially in the areas of discipleship, exhibit good judgment, honesty, integrity, responsibility and punctuality
2. The ability to support the mission God has given Southern Gables Church: building a community of Christ followers to reach our world, locally and globally, for Jesus Christ, and the ability to support the vision of Southern Gables Church: incarnational, intergenerational, and on mission!

**Qualifications:**

**Required**

1. M.A., M.Div or Th.M degree in theology or pastoral leadership from an evangelical seminary
2. A sound understanding of Biblical theology and wholehearted agreement with the EFCA 10 point statement of faith (www.efca.org)
3. 3+ years’ experience in a ministry position
4. 3+ years’ management experience and supervising direct reports
5. Strong oral and written communications skills including the ability to communicate effectively, concisely, and professionally with staff, congregation, church management and other constituents
6. Problem-solving and conflict management skills
7. Proven ability to implement strategies with a history of exceptional oversight
8. Ability to delegate work and ensure task completion

**Preferred**

1. 3+ years’ experience as an associate pastor or executive pastor in a church with 500+ in regular attendance
2. 3+ years’ management experience in supervising both ministry and administrative staff members
3. Demonstrated ability to mentor and foster staff growth
4. Proven ability to implement a church vision with a history of exceptional oversight

**Position Details:**

1. Reports to Senior Pastor
2. Status: Full-Time
3. Pay & Benefits: Salary commensurate with background experience; employer provided health insurance program, dental, and matching retirement up to 5% of gross income
4. Vacation: four weeks of paid vacation per year

**Process:**

If you believe you show promise in successfully fulfilling this ministry job description, please submit a cover letter and resume via email to sgcexec@gmail.com.