



*One Church, One Message, Many Expressions*  
[www.porticocanada.ca](http://www.porticocanada.ca)

**Job Description: Executive Pastor**  
**January 2023**

Full-Time, Permanent  
Hours of Work: 37.5 hours per week, Sunday, Tuesday to Friday

**PORTICO'S MINISTRY OVERVIEW**

PORTICO Community Church, is a Christian church, incorporated as a registered Canadian not-for-profit charity, affiliated with the Pentecostal Assemblies of Canada (PAOC), serving the Greater Toronto Area (GTA) with campuses located in Mississauga, Milton and Brampton.

PORTICO's senior pastor, elected by the official members, reports to the board of elders on vision, direction, ministry and church operations. The senior pastor is empowered and monitored through policy governance for the hiring, management and care of all ministry staff and for the oversight of ministries, facilities and operational matters.

**PORTICO'S MINISTRY OBJECTIVES**

PORTICO Community Church is passionately committed to its mission, vision and core values as defined below:

**PORTICO'S MISSION**

*"Helping people find their way back to God."*

**PORTICO'S VISION**

*"One Church, One Message, Many Expressions."*

**PORTICO'S CORE VALUES**

*"CONNECT with Christ and His family"*

*"GROW together in Christ likeness"*

*"SERVE Christ's mission in the world."*

**PORTICO'S ENDS**

PORTICO strives to fulfill God's purpose and design for His church as expressed through PORTICO's stated ENDS.

*We believe that because of PORTICO, people will Be Disciples who:*

*CONNECT with Christ and His Family*  
*Mathew 4:19 "Come..."*  
*Mathew 11:28-30 "Come to me..."*

*GROW together in Christlikeness.*  
*Mathew 4:19-20 "...follow me..."*  
*Mathew 11:28-30 "...learn from me..."*

*SERVE Christ's mission in the world.*  
*Mathew 4:19-20 "...I will send you out..."*  
*Mathew 28:19-20 "Go, and make disciples of all nations..."*

*And, there will be healthy, self-sustaining expressions of disciple-making communities that have capacity to reproduce themselves and are fully aligned with PORTICO's Mission.*

### **EXECUTIVE PASTOR**

Reporting directly to the Senior Pastor, the role of the Executive Pastor is to come alongside the Senior Pastor and support the mission and vision of PORTICO. The Executive Pastor is a person who can understand the big picture but whose heart is in the details, who knows what needs to be done and can recruit, train, equip and inspire others to serve into the vision.

The Executive Pastor will have a firm grasp on the church's mission, vision and strategy, and working in harmony with the pastoral team and ministry staff, will equip leaders and ministry partners to carry out PORTICO'S ENDS. To accomplish the expectations of this role, their emphasis will be given to building robust systems of relational and spiritual trust amongst all staff, ministry partners and church attendees, in order to ensure that the church is healthy, vibrant, and growing.

This role necessitates a leadership style that is servant-hearted and characterized by Christ-like attitudes. The leader must embrace a passion for individual spiritual development, exercise open and honest communication, be intentional in committing to initiating reconciliation & restoration when in disagreements, and express and maintain loyalty, confidentiality & support of the church leadership. Strong administrative and operational skills and experience, as well as a thorough understanding and commitment to working in a large church, multi-staff setting, will be critical for success in this role.

The Executive Pastor will be directly supervised by the Senior Pastor, which includes but is not limited to: leadership support, goal setting, performance evaluation, mentoring, and training.

### **KEY AREAS OF ACCOUNTABILITY**

**Strategy & Vision** – As the Executive Pastor you will take the vision, as set by the Board and Senior Pastor, and apply it to the ministry of the Church. Ensuring that the vision is implemented well through events, programs, discipleship, and life groups as it continues to develop. Guided by the vision you will build and implement the strategy and goals of the church, strengthening culture, improving communication, and maintaining cohesion between ministries through establishing connection to the vision of the church and preventing silos with separate cultures.

The Executive Pastor will provide developmental programs to enhance staff development and spiritual connection and document processes for initiatives that can then be assigned to others.

***Develop & Lead*** – PORTICO is committed to the care and growth of all staff and volunteers. You will work closely with the Senior Pastor to translate the board vision and strategy into executable action plans for the staff. The Executive Pastor will work with the Senior Pastor and Director of Finance & Administration to write job descriptions for all staff, conduct performance staff reviews, etc. You will work directly with paid and volunteer staff to formulate measurable goals for their ministry that are in line with the vision and strategy of the Church and follow up to ensure these goals are met. The Executive Pastor will also facilitate succession planning of key leaders.

***Oversee Operations*** – Working with the Senior Pastor, Director of Finance & Administration, Director of Communications, and the Finance Committee, you will collaborate to set budget priorities and ensure wise stewardship. You will manage special events, projects and HR processes as they come up, and work with the operations team to manage the Church’s property and facilities, to ensure optimal performance of day-to-day core programs. The Executive Pastor will consistently evaluate the Church’s systems and structures, asking questions like: “How are we raising up new leaders?” or “What are the strengths and weaknesses of our membership process?”

***Church Governance*** – As the Executive Pastor, you will liaise with the Senior Pastor and Board of Elders to ensure compliance of PORTICO’s policies and procedures relating to operational outcomes and objectives.

***Church Membership*** – Through ensuring that application processes and deadlines are met according to PORTICO’s policies and procedures, you will oversee all membership applications and renewals. You will advocate for attendance at the Annual General Meeting and work with the Director of Finance & Administration to remind members of registration.

***Finance*** – Working with the Director of Finance & Administration, you will partner in the creation of annual financial plans, annual budgets and budget controls that fund the accomplishment of the strategic plan and meet critical financial objectives such as established Internally Designated Fund. As part of the Senior Operations Team, you will review PORTICO’s checks and balances in relation to financial oversight and controls.

#### **LEADERSHIP EXPECTATIONS**

As a member of PORTICO’s pastoral staff, this role requires that you personally embrace, actively promote and support PORTICO’s mission, vision, core values and Ends within all expressions of the church community. Additionally, you are first and foremost a ministry care provider to our church family. As such, your highest priorities will be to assist in serving our church community in their need for worship, prayer, encouragement, pastoral care, visitation, counsel or through additional expressions of support as requested by the Senior Pastor.

This position is often involved in sensitive situations and the individual may become aware of privileged information requiring sound judgment and discretion. Strict confidentiality must be maintained when dealing with the elder board, pastoral or congregational related issues. A violation of confidentiality is grounds for immediate dismissal.

## **LEADERSHIP COMPETENCIES AND QUALIFICATIONS**

- Bachelor's degree in Biblical Studies or Theology, with Master's preferred, from a recognized PAOC institution
- An MBA or equivalent level of business operational management training and experience
- Minimum of seven to ten (7 to 10) years with an executive pastor or operational leadership role within a multi-campus church or large Christian organization
- Demonstrated ability to grow the vital support roles of PORTICO's ministries in effectiveness and quality
- Maintains a personal, vibrant relationship with Jesus Christ as Lord and Saviour
- Understands and fulfills the biblical qualifications of leadership found in I Timothy 3:1-7 and Titus 1:5-9
- Strong written and inter-personal communication skills

The above-mentioned responsibilities are intended to describe the general nature of the work being performed by person employed in this role. This is not intended to be an exhaustive list of all assigned responsibilities, skills, efforts or working condition. PORTICO Community Church reserves the right to change, amend, delete or otherwise assign any and all duties, responsibilities and position titles as is deemed necessary to meet the vision, mission and purposes of PORTICO Community Church.

The Executive Pastor recruitment process is being facilitated by Rob Luke of Allen Leigh Consulting, who will be conducting initial interviews. Applications can be submitted online at <https://allenleighconsulting.bamboohr.com/careers/68> or directly to rob@allenleigh.com.

When applying, please provide your resume and a cover letter that includes a brief description of your interest in PORTICO Community Church and why you feel you would be a good fit for the team, given our mission.

PORTICO Community Church is committed to equity, values diversity, and welcomes applicants from diverse backgrounds. Accommodations are available upon request for all aspects of the recruitment and selection process.

Applications and referrals will be accepted starting January 20, 2023 and will continue until the successful candidate is selected. We would like to thank everyone who has taken the time to prayerfully discern this role and apply.