



Executive Pastor Description

*"¹¹And He Himself gave some to be apostles, some prophets, some evangelists, and some **pastors** and teachers, ¹²**For the equipping of the saints** for the work of ministry, **for the edifying of the body of Christ.**"*
[Ephesians 4:11-12 NKJV]

At Evangel Church, we are building a Christ-centred church community where people can belong, grow, connect, and serve.

Overview

The Executive Pastor has leadership, organizational, and administrative skills to support the Senior Pastor with the strategic implementation of the vision of the church. This individual will serve as a strategic coordinator for various areas and ministries of the church, oversee pastoral care, and fulfill administrative tasks in support of the Senior Pastor. The Executive Pastor has a call to pastoral ministry and servant leadership and connects with people through interpersonal skills with compassion, empathy, and care. The Executive Pastor has strong character and demonstrates spiritual maturity, and is aligned with the mission, vision, and values of Evangel Church.

Qualifications

- Loves God with all his/her heart, soul, mind, and body, and loves others as himself/herself
- Previous ministry experiences in related areas preferred
- Gifted with pastoral, leadership, administrative, interpersonal, organizational, and preaching/teaching skills
- Credentials with the PAOC or willingness to transfer credentials with the PAOC
- Bible College degree or equivalent is preferred

Specific Areas of Responsibility

Strategic Coordinator

- Supporting the Senior Pastor with the implementation of the vision of the church
- Assist the Senior Pastor with the preaching and teaching throughout the year
- Working with Ministry Leads to help their ministries grow with volunteers and helping to ensure they are equipped with the resources they need
- Coordinating ministry team meetings
- Developing Objectives and Key Results (OKRs) to gauge and evaluate the effectiveness of the goals and vision being implemented
- Develop systems and processes to involve new members and volunteers, and transitioning volunteers into leaders

Pastoral Care

- Ensure that care is available for the needs of the people in the church (e.g. prayer team, visitation team, etc.)
- Assist with facilitating baptisms, weddings, funerals, baby dedications, hospital visits
- Assist the Senior Pastor with discipleship pathways
- Mentor and train individuals and leaders in pastoral care

Administrative

- Available to assist the Senior Pastor with the Sunday morning service
- Provide reports to the Senior Pastor regarding ministries and the effectiveness of ministries and the vision
- Collaborate with the Treasurer and Secretary of the Lead Team with administrative duties
- Use Planning Centre effectively for scheduling
- Keeping the Calendar updated
- Perform other duties as assigned, that result from discussion and mutual agreement with the Senior Pastor