

Executive Director

Purpose: Helping WPA move forward in their vision of creating theological, spiritual, and missionally vital people by overseeing church operations, participating in strategic planning, risk management, health and safety, human resources, finances, facility management, policy, technology and security, and overseeing the administrative function of WPA.

Operations & Strategy

Oversee WPA's administrative functions, participating in strategic planning and acting as a consultant to the Lead Pastor. This includes managing computer systems, networks, and databases while ensuring alignment with our theological and missional vision.

Human Resources & Health and Safety

Manage HR functions, benefit programs, and PEC Pay Equity. Be responsible for defining and governing Health and Safety and risk management policies in adherence to the Ontario Occupational Health and Safety Act and AODA. This includes updating the Business Continuity Plan and training the Emergency Response Team and staff.

Finances

Drive the annual budgeting and audit processes for the Board of Deacons. Includes monthly financial reporting, managing investments, negotiating vendor contracts for cost savings, and managing capital assets.

Facility Management

Oversee facility maintenance, usage approvals, and security. Be responsible for the five-year mechanical replacement plan and maintaining the facility's Fire Plan and evacuation training.

Governance & Compliance

Chair the Policy Committee to ensure regulatory compliance and provide support for Board meetings and the AGM. Handle all charitable status reporting (T3010), by-law updates, and legal consultations. Ensure mandatory training for volunteers working with children and vulnerable adults.

Ministry Support

Participate in vision casting, leadership prayer, and cluster ministries as assigned by the Lead Pastor.

Contact: Rev. Chris Padiath

Email: jobs@wpa.church