

CENTRAL UNITED PROTESTANT CHURCH

JOB TITLE	Executive Pastor
MINISTRY DIVISION	Pastoral Leadership Team
REPORTS TO	Senior Pastor
FLSA STATUS	Exempt/salaried
SALARY RANGE:	TBD

CENTRAL'S MISSION/VISION/VALUES: Supervisory and pastoral staff are expected to support the mission, vision and values of Central Church by role modeling these, including attendance and involvement in classes, meetings, and activities of the staff and church. (see more details about this position on www.cupchurch.org "Executive Pastor")

POSITION PURPOSE, DESCRIPTION and COMPETENCIES: The Executive Pastor implements the church's vision and mission using effective management and leadership skills by managing, leading, empowering, motivating, educating, training and coordinating church staff and volunteers towards common, shared goals. The Executive Pastor administratively carries out the purposes of Central United Protestant Church. In effect this position with respect to knowledge, skills and abilities is analogous to a Chief Operating Officer in a multi-million dollar a year non-profit entity.

This position oversees, implements, and coordinates all church operations, projects, and functions. Under the supervision of the Senior Pastor, the Executive Pastor performs a variety of functions and coordinates staff and volunteers to assure Central operates in legal, ethical, efficient and effective manners in organization-wide functions of: Human Resources/Personnel Management; Finance; Facilities (Trustees); Communications, Computer Systems and Information Technology; and Pastor and Ministry Support. In addition, key competencies include:

- Professes Jesus Christ as Lord and Savior
- Extensive ministry experience
- Ordination preferred, with focus on church management
- Proven experience in management of day-to-day operations of a large organization, paid staff, and lay volunteers
- Demonstrated and verifiable interpersonal skills especially in empowering, motivating, delegating, and coordinating staff and volunteers to achieve the vision and mission of Central United Protestant Church

WORK SCHEDULE: This is a salaried exempt position, approved for full-time. Typical work schedule is Monday through Friday with evening and weekend hours as needed to fulfill the essential duties of the position. Serves as backup for emergency response and on occasion may be required to fill in for the Senior Pastor which requires a 24-hour per day on-call status.

KEY RELATIONSHIPS: Works closely with a broad range of constituents including: all staff and Pastors, the Board of Trustees, Finance Committee, Staff Parish Relations Committee, Executive Council, the Global Outreach Leadership Team, other ministry teams, outside groups, vendors, and outside regulatory bodies or agencies.

ADDITIONAL QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of, but not an exhaustive list of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of state and Federal regulations related to employment;
- Knowledge of state and Federal regulations related to financial and accounting guidelines for non-profit and/or religious or charitable organizations;
- Knowledge of computer network and LAN operations;
- Knowledge of basic desk top computer operations including use of Outlook, Word, and Excel.

ESSENTIAL DUTIES, MAJOR TASKS AND RESPONSIBILITIES: While other duties may be assigned as required for the efficient and effective operation of the church, essential duties include performing or overseeing the following functions (note – secretarial assistance is provided):

SPR- Personnel:

- 1) Hires, trains and supervises Support Staff, including scheduling, prioritization, and coordination of tasks;
- 2) Assures compliance with applicable Federal and State labor laws and Church personnel policies and procedures;
- 3) Identifies, recommends and implements improved accountability, efficiency and effectiveness of staff
- 4) Works with SPR to maintain a current Employee Handbook
- 5) Works with SPR to educate staff on changes and expectations
- 6) Work with SPR to maintain a current Salary Grade and Step structure
- 7) Reviews and assure all personnel files contain required content
- 8) Serves as Designated Safety Officer/Administrative Policy Supervisor for church's Safe Church Policies

Communication and Technology:

- 9) Improve systems and methods of sharing information and communication among Pastors and staff, including oversight of Information Systems (computer network);
- 10) Work with Web Page Design Team, Pastors and staff to implement Web page
- 11) Develop plan for improvements in Messenger and Worship Bulletin (content and format)

Finance:

- 12) Work with Finance Committee and Finance Office staff to improve reporting to Pastors, staff and congregation
- 13) Work with Finance Committee and Finance Office staff to assure compliance with IRS and other legal requirements
- 14) Prepares and monitors annual budget for Administrative functions in coordination with support staff and Committee Chairs; supports development of overall Church Operating budget

Facilities:

- 15) Identify opportunities for efficiency and effectiveness in current facilities systems and infrastructure and to support increased building use
- 16) Work with Facilities Coordinator to identify opportunities for improved efficiency and effectiveness in facilities functions (including staff)
- 17) Perform routine (periodic and annual) facility "walk throughs" to identify areas for action or attention
- 18) Assure system of equipment and asset inventory and control is maintained
- 19) Evaluates and recommends for approval as needed, in conjunction with Facilities Coordinator and Board of Trustees repairs, building modifications, and major capital improvement needs;
- 20) Oversees and coordinates minor repairs, building modifications, and major capital improvement projects in conjunction with Board of Trustees, Facilities Coordinator, vendors, and other groups as assigned;

Ministry Support:

- 21) Provide support to enhance effectiveness of Pastors and Ministry Teams
- 22) Develop and implement improved collection and reporting of "core" statistics (attendance, membership, financial)
- 23) Develop format for Policy and Procedures; begin collection and development process
- 24) Assist in coordinating other short-term and long-term projects as identified