



JOB DESCRIPTION

JOB TITLE: Executive Pastor

STATUS: Full-time

SALARY: Salary + benefits (Depending on Experience)

SUPERVISOR: Lead Pastor

DATE REVISED: May 17, 2017

ABOUT OUR CHURCH:

Red Hills Church is a thriving and dynamic church in the college town of Newberg, Oregon. Our average attendance is between 600-700 people with 200 students coming from George Fox University. The mission of our church is to inspire people to know Jesus. We have a vision to introduce people to Jesus through our entire region and county by planting future campuses. We are looking for energetic and dynamic people who want to join our team and help accomplish the mission God has given us.

JOINING THE RED HILLS CHURCH TEAM:

There are four things that we look for in future team members: Initiative, Resilience, Drive/Passion & Humility.

JOB OVERVIEW:

Red Hills Church is looking for a highly competent, forward-thinker to help implement structures and strategies to accomplish the mission and vision of Red Hills Church. The ideal candidate will possess strong administrative skills with the ability to manage day to day operations of the church as well as manage staff members. We are looking for a business mind with a pastors heart.

This individual will work closely with the Lead Pastor and will develop a trustworthy and loyal relationship. This individual will possess a working knowledge of and competency in real estate, financial, legal, and non-profit components of ministry. The successful candidate must have the ability to see the "big picture" of ministry and steward the implementation of the vision at our weekend gatherings.

The Executive Pastor will successfully release the Lead Pastor of operational duties pertaining to the church and champion their desire to develop and build the vision of Red Hills Church.

ESSENTIAL JOB RESPONSIBILITIES:

- Support the Lead Pastor in developing and executing strategies to implement the mission and vision of Red Hills Church. Participate in staff evaluation, decision making, planning and overall direction of the church.

- Manage the day to day operations of the church, including our administrative, finance, and facility, and operational systems. Directly oversee and manage administrative staff (finance, front desk, facility).
 - *Finance*: Prepare annual budget for council proposal. Help staff manage and steward ministry budgets.
 - *Facilities*: Oversee all aspects of church facilities. Negotiate and execute real estate transactions and leases. Manage future building and fundraising campaigns.
- Oversee human resources and work closely with the Lead Pastor in staff hiring and staff transitions.
- Steward the implementation of strategy at our weekend gatherings. Ensure that our staff and programs are aligned with the mission and vision.
- Be the project manager for church-wide events (ex. Easter, Christmas Eve) by coordinating with staff and volunteers their roles and responsibilities.

EDUCATION, SKILLS, ABILITIES, SPIRITUAL GIFTS:

- Strong personal commitment to Jesus Christ evidenced in lifestyle, personal relationships, commitment to the church and work ethic.
- BA or BS degree in business and/or ministry with a minimum of five years of leadership experience.
- Driven, Strategic, Organized, Results-oriented, Relational.
- Demonstrate spiritual maturity and character consistent with the Biblical requirements for leadership.
- Spiritual gifts in the area of leading/administration. Strong written and verbal communication skills is a must.
- Ability to multitask a broad range of projects and assignments and meet due dates in a timely fashion.
- Desire to work closely with a team in helping fulfill the overall vision of Red Hills Church.

RED HILLS CHURCH EXPECTATIONS:

- Embrace and embody the mission, “to inspire people to know Jesus,” and vision of Red Hills Church.
- Embrace and adapt to growth, change, innovation and creativity
- Use appropriate judgment in the areas of discretion, sensitivity and confidentiality.
- Have a cooperative, healthy and motivating relationship with supervisors, department team members, co-workers and volunteers.
- Have the full support of spouse, if married, of their ministry.
- Faithfully give tithes and offering in the manner of 2 Corinthians 9.

Send all resumes and correspondence to jobs@redhills.church