



POSITION DESCRIPTION

POSITION:	Executive Pastor		
REPORTS TO:	Lead Pastor		
DATE:	February 1, 2022	APPROVED:	May 16, 2022
PREPARED BY:	Lead Pastor / CV Board of Elders	REVIEWED BY:	Lead Pastor / CV Board of Elders

PURPOSE

Working in a complimentary manner to the Lead Pastor, the Executive Pastor shall contribute to achieving the Vision and Mission of Crossview Church through providing general staff leadership and oversight to the operations of the church.

QUALIFICATIONS

- As a senior Crossview Church leader, the Executive Pastor must meet Biblical qualification for spiritual leadership as described in 1 Timothy 3:1-7 and Titus 1:6-9 (see below). The Executive Pastor's life needs to clearly demonstrate godly wisdom, integrity and an exemplary reputation in family, church and community; successful and healthy relationships characterized by love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.
- Agree with the Statement of Faith as set out in the Crossview Church Constitution.
- A member of, or willing to become a member of Crossview Church.
- Experience serving in church activities is an asset (i.e., leading small groups, teaching Sunday school, volunteering).
- Gifted in managing and leading people.
- Proven competency as a strategic planner/thinker.
- Experience in developing and implementing Human Resource policies is an asset.
- Demonstrated senior leadership experience.
- Aptitude in decision making and problem solving.
- Strong attention to detail / organizational skills and a willingness to humbly serve the church through oversight of operations and administrative duties.
- Experience related to budgets and financial management is an asset.
- Ability to communicate clearly, concisely and in a loving biblical manner, both verbally and in written form.
- Clear criminal record check (including Vulnerable Sector check) and Child and Adult Abuse Registry checks.

1 Timothy 3:1-7 (NIV) **3** Here is a trustworthy saying: Whoever aspires to be an overseer desires a noble task. ² Now the overseer is to be above reproach, faithful to his wife, temperate, self-controlled, respectable, hospitable, able to teach, ³ not given to drunkenness, not violent but gentle, not quarrelsome, not a lover of money. ⁴ He must manage his own family well and see that his children obey him, and he must do so in a manner worthy of full respect. ⁵ (If anyone does not know how to manage his own family, how can he take care of God's church?) ⁶ He must not be a recent convert, or he may become conceited and fall under the same judgment as the devil. ⁷ He must also have a good reputation with outsiders, so that he will not fall into disgrace and into the devil's trap.

Titus 1:6-9 (NIV) ⁶ An elder must be blameless, faithful to his wife, a man whose children believe and are not open to the charge of being wild and disobedient. ⁷ Since an overseer manages God's household, he must be blameless—not overbearing, not quick-tempered, not given to drunkenness, not violent, not pursuing dishonest gain. ⁸ Rather, he must be hospitable, one who loves what is good, who is self-controlled, upright, holy and disciplined. ⁹ He must hold firmly to the trustworthy message as it has been taught, so that he can encourage others by sound doctrine and refute those who oppose it.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

The Executive Pastor's personality and giftedness must be complimentary to the strengths and skillset of the Lead Pastor; the relationship between these two leaders must be founded on implicit trust and open communication. Each must respect the role and responsibility of the other; the Executive Pastor must recognize and embrace the supporting nature of the role position in the church's organizational structure. Both the Executive Pastor and Lead Pastor must understand that the Mission and Vision that God has called Crossview Church will be effectively accomplished as they work in their distinct roles and yet do so in a synergistic way. The Lead Pastor and Executive Pastor roles are very different and yet both important and crucial to Crossview's effectiveness as a local church.

While the Executive Pastor's role encompasses many aspects as detailed below, it may be summarized into three major components:

- a. Implementation of the church's strategy into actionable steps that drive towards accomplishing the Mission and Vision of Crossview Church,
- b. Oversight of all aspects of the church's ongoing operations including staff leadership and,
- c. Ensuring programs and strategies are in place to meet the needs of Crossview congregants.

There are a wide variety of factors that contribute to the achievement of the three major components stated above. Some relate to the Executive Pastor at a personal level and others are ministry or program oriented. As all the Crossview staff except the Lead Pastor answer to the Executive Pastor directly or indirectly, the scope of Crossview activities in the Executive Pastor's position description is wide ranging. It is important to recognize that while the Executive Pastor is accountable for a wide range of Crossview operational areas, the extent of personal and day-to-day involvement in individual areas will vary significantly depending on the need and staffing level already in place.

The Executive Pastor is responsible to provide general leadership, oversight and focus to the following:

1. Prayer
Alongside the Lead Pastor, the Executive Pastor shall be responsible to cultivate and encourage a culture of prayer, beginning in their own personal life and then spreading throughout Crossview Church functional areas and ministries.
2. Vision and Strategy Implementation
The Executive Pastor is responsible to implement the vision and strategy into actionable steps to ensure yearly objectives and goals are met.
3. Organizational Leadership
With the goal of Crossview Church being faithful in advancing its Vision and Mission, the Executive Pastor is responsible for the overall operations and administration of the Church; building an effective staff structure and implementing processes that promote organizational health.
4. Financial
Together with input from the Lead Pastor and other senior staff members, the Executive Pastor shall oversee the ongoing financial aspects of the Church; this includes but is not limited to the creation of an annual budget, financial record keeping and reporting and fostering a culture of fiscal responsibility.
5. Leadership Development
The Executive Pastor shall intentionally create and promote a culture of leadership development and is responsible for the primary coaching and personal development; certain aspects of staff discipleship of Crossview staff shall be shared by the Executive Pastor and Lead Pastor.
6. Human Resources
The Executive Pastor is responsible for daily oversight of Church employees and ministry volunteers including effective recruiting, onboarding, professional development, performance management and employee retention.
7. Personal Development
The Executive Pastor shall take the initiative to continue to develop personally as a follower of Jesus and professionally as a leader of the people.
8. Pastoral Care
The Executive Pastor will oversee the operational aspects of connecting with the congregation, identifying a need, and meeting with the Lead Pastor to determine a course of action if required. The Executive Pastor shall ensure that needs are met in areas related to pastoral counseling, hospital visitation, weddings, funerals, etc.

9. Support Services

The Executive Pastor's role is to build a network and system of external references that can be used to help provide care for the congregants of Crossview Church. In specific circumstances where Crossview Church is not positioned to provide the care or services required for a Crossview congregant, the Executive Pastor shall encourage engagement with external professional resources.

10. Weekly Worship

The Executive Pastor shall oversee the functional execution of Worship services together with the Worship Pastor. The Executive Pastor shall ensure the operational execution of ordinances such as Baptism and The Lord's Supper.

11. Digital Ministry

The Executive Pastor shall ensure that the digital ministry is aligned with the Crossview Church Vision and Mission; to enhance the spiritual growth and discipleship of all people.

12. Mission

Under the direction of the Lead Pastor, the Executive Pastor shall oversee Crossview Church partnerships with ministries and organizations to do justice and missions. The Executive Pastor shall ensure activities and programs are in place to build relationships with a mission to help increase our impact in the lives of those who do not know Jesus or are struggling.

13. Other

The Executive Pastor may be requested to provide additional support and assistance in activities related to this position.

PERFORMANCE MEASUREMENTS:

The Lead Pastor will conduct an annual review of the Executive Pastor's performance against a combination of this position description, the Crossview Vision and Mission and annual organizational objectives.