

# EVANGELICAL FREE CHURCH OF LETHBRIDGE

## **Mission:**

We love God, love one another, and love our neighbours so that people become passionately committed to hearing and obeying God, and teaching others to do the same.

## **Vision:**

We dream of being a movement of people who build bridges into our neighbourhoods and the world because God has created a bridge of love to us.

We desire to:

- passionately follow the Father and be transformed into His likeness;
- graciously enfold anyone into our warm and loving, Spirit-led family; and
- boldly love our community, speaking hope through Jesus and reaching out to those in need.

<b>Job Title:</b>	<b>Executive Pastor</b>
<b>Hours:</b>	<b>Full-Time (40 hours / week)</b>
<b>Reports To:</b>	<b>Lead Pastor</b>
<b>Revision Date:</b>	<b>October 1, 2023</b>

## **Purpose of the Position:**

To provide organizational leadership to the operations, strategic planning, finances, and human resources of the church to ensure alignment with and accomplishment of the church's mission and vision, freeing the Lead Pastor to focus on setting vision, teaching, and shepherding

## **Core Responsibilities and Duties:**

### **1. Strategic Leadership and Planning**

- Serve on the Executive Leadership Team
- Assist the Lead Pastor in the development and execution of an overall organizational strategic plan
- Lead the staff team in annual strategic planning
- Function as the primary point person in the Lead Pastor's absence

## **2. Staff Management**

- Work with the Lead Pastor to lead and shepherd the staff team
- Foster a positive and collaborative work environment with the staff team
- Oversee the recruitment, hiring, training, and management of staff
- Administer appropriate compensation, benefits, and professional development for the staff team
- Ensure regular performance evaluations are completed for all staff
- Oversee human resource policies, procedures, and practices

## **3. Financial Management**

- Manage the church's financial operations, including reception of donations, issuance of tax receipts, expense management, annual projections, and financial reporting
- Oversee the development and implementation of organizational and ministry budgets
- Ensure a formal audit and the Registered Charity Information Return are completed annually
- Ensure sound financial policies, procedures, and practices are in place and executed

## **4. Facility / Campus Management**

- Secure appropriate insurance coverage and maintain current inventory records
- Ensure all contracts (e.g., custodial, land rental, etc.) are current and appropriately executed
- Manage building, grounds, and parking lot maintenance and improvements
- Ensure facility use policy, emergency procedures, and practices are in place and executed
- Oversee all operations related to the Church Library