

Hamilton, Ontario

MINISTRY PROFILE

EXECUTIVE PASTOR



WEST HIGHLAND

BAPTIST CHURCH

POSITION DESCRIPTION

Position Title:	Executive Pastor	Hours:	Full-Time
Church Program:	Staff	Term:	Permanent
Reports to:	Lead Pastor	Method of Appointment:	Recommended by the Lead Pastor, approved by the Elders Board, and elected by the church members
Works Closely With:	Lead Pastor Ministry Team Support Staff Treasurer Chair of the Elders Team Elders		
Gives Direction to:	Support Staff Deacons Volunteers Onsite Contractors Consults with Ministry Team		

Job Purpose

To work closely with the Lead Pastor in achieving ministry vision and implementing strategy in the life of the church and ministry team. This position will provide leadership and management of the Administrative staff. Oversight is given to the operational and administrative aspects of the church including Human Resources, Financial and Facility

Required Position Qualifications, Strengths, Gifts, Talents

- Meets the qualifications of an Elder outlined in the Pastoral Letters.
- One who demonstrates a mature walk and submission to the Lord Jesus.
- A servant's heart, a love for people and the desire to disciple others.
- Exceptional interpersonal and communication skills.
- Competency in financial management, controls, and processes.
- Proven expertise and experience in implementation and oversight of administrative controls.
- Strong people management, team building, supervisory, mentoring and leadership skills.
- The gift of leadership and administration.

Required Position Qualifications, Strengths, Gifts, Talents - Continued

- Experience working in a large church or Christian agency.
- Knowledge of government and regulatory (e.g., CCCC) requirements, policies and changes.
- Proven contract negotiation and management skills.
- Some knowledge of IT and Internet systems.
- Commitment and alignment to the vision, mission and values of West Highland Baptist Church.

Duties & Responsibilities

Leadership and Oversight:

- Assist the Lead Pastor in communicating and fulfilling the vision, mission, values and strategic priorities.
- Lead and oversee the administrative support staff (including directors).
- Work with the Lead Pastor to organize and lead the weekly Ministry Team Meeting.
- Organize and lead the weekly Administration Team Meeting.
- Work alongside the Lead Pastor in need assessment, hiring, developing and training staff.
- Work alongside the Lead Pastor in managing the performance of all employees.
- Work alongside the Lead Pastor and Ministry Team to assess effectiveness and develop/enhance ministry plans. Encourage integration among various ministries.
- Oversee the process of appointing biblically qualified people to the Deacon's Council in relation to the Administration Division.
- Oversee the work of Deacons appointed to serve in the Administration Division.
- Disciple staff and Deacons in the Administration Division and mentor emerging ministry leaders.

Administrative and Financial Responsibilities

- Proactively ensure that appropriate and efficient administrative and financial processes are in place and reviewed regularly for staff and volunteers.
- As required, ensure that core documents (e.g., Constitution, Policies and Procedures, Ethical Conduct and Non-Harassment Policy, etc.) are appropriately maintained, filed and up to date.
- Review and approve all contracts (e.g., goods and services, facility, insurance) within delegated authority, and ensure that these are current and appropriately filed.
- Oversight of all matters relating to the building facility and property, including day-to-day operations, bookings/rentals, insurance and ongoing improvements.
- Working with the Treasurer and Bookkeeper:
 - Proactively review and implement processes to allow WH members to give to the work of the Lord (e.g., Direct Deposit, Donation of Securities, Estate Planning, etc.).
 - Oversee and manage the annual planning and budgeting process for West Highland.
 - Recommend and manage investment opportunities, as appropriate.
- Ensure approval and payment of invoices are done according to policy and expediently.
- As required, sign contracts, cheques and financial documents with other Signing Officers.
- Oversight of the Teller Team.



Duties & Responsibilities - Continued

- Member of the Benevolent Committee.
- Provide leadership and direction to ensure that West Highland is in compliance with pertinent government, regulatory (e.g., CCCC) and legal matters.
- Primary liaison with all external government, regulatory, legal, insurance and audit entities, as well as suppliers of goods and services to West Highland.

Human Resources Responsibilities

- Conduct regular 1:1 meetings to provide regular coaching and performance feedback to the staff within the Administration Division.
- Ensure that appropriate human resources controls and processes are implemented and conducted in all Ministry Divisions.
- Conduct and document annual performance reviews (based on agreed objectives/goals) with the Administration Division staff.
- Ensure that staff have appropriate training and resources to perform their duties.
- Primary liaison with employee insurance and benefits plan providers for West Highland staff.

Remuneration

Salary and benefits as established and outlined in the Employment Contract.

If you are interested in applying for this position please send your resume and cover letter to Jamie Strickland at jstrickland@westhighland.org



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