



Department: Executive Team
Position Title: Executive Pastor
Accountable to: Lead Pastor

Time Commitment: Full Time
Date: April 2024
Compensation Range:

Gift Set: Pastoral Care, Communication, Biblical Literacy, Organizational Leadership, Team Builder, Financial Management, Staff Management

Ministry Role: Responsible for supporting the Lead Pastor in implementing the mission and vision set by the Lead Pastor and Management Team. Provide organizational and strategic leadership, develop and manage the annual budget, planning calendar, staff calendar, provide pastoral care, preaching/teaching (when needed) and support to the team / congregation to accomplish mission and vision.

SLO City Church is a growing church where we live the way of Jesus and are bringing hope to everyone! Located on the central coast of California, this thriving community is seeking faithful Jesus followers to invest into the heart of San Luis Obispo. We currently have an average of 700-900 people on a weekly basis split between 3 services.

Specific Responsibilities:

- **Executive Team**
 - Schedule monthly, planning meetings for the quarter
 - Assist with Sermon Planning and Sunday Programming as needed
 - Schedule quarterly planning meetings to look ahead 6 months.
 - Speak 5-7 times a year
- **Staff Oversight**
 - Provide leadership, support and pastoral guidance for the following departments:
 - Next Gen Pastor
 - Women's Ministry Director
 - Ministry Assistant
 - Worship Director
 - Ministry Resident
 - Creative Director
 - Community Pastor
 - Keep updated and clear job descriptions and expectations for all staff under XP oversight.
 - Refine systems, processes and structure for team health and development.

- Support Lead Pastor in All Staff Meeting.
- Communicate goals and measurables for staff.
- Assist in establishing a rhythm of meetings (one on ones, all staff, prayer, retreats, ect)
- Support Lead Pastor with HR decisions, including hiring, development, employment, and terminations of staff. This includes the following:
 - Establishing and maintaining a set of key performance measures for each ministry.
 - Develop strategies and plans for each staff member that includes both their professional and spiritual development.
 - Annual Reviews of each staff member.
 - Recommend salary and bonus adjustments on an annual basis.
- **Finance, Policy, Budgets & Legal Compliance (PROCEDURE DOCUMENT Weekly, Monthly, Yearly). Michael Towes- Financial Team Lead.**
 - The Executive Pastor is responsible for accounting for day to day operations when it comes to finances, bill pay and informing various departments about budgeting (expenses and budget total).
 - Keep policies and procedures up to date and in compliance including but not limited to:
 - Insurance
 - 501c3 Compliance, updates and status (SE4 Document information)
 - Retirement Accounts
 - Payroll
 - Benevolence and 1 for 1.
 - Employee Handbook
 - PTO for Staff
 - Work with Lead Pastor, Staff and Management Team to put together a working budget in May of each year. Fiscal year begins on July 1.
 - Manage budget and spending requests as needed
 - Send a monthly budget v actual update to each department lead (Next Gen, Worship, Womens, Admin, Creative and Lead Pastor)
 - Categorize and reconcile all expenses in Ramp and transfer monthly to Xero
 - Assist with building out of the Finance Team w/ Lead Pastor
 - Execution of all capital campaigns and budgeted projects.
- **Team Building**
 - Establish a strong volunteer culture that honors the people that serve while pushing the vision of the church.
 - Establish a robust volunteer engagement pathway and program.
 - Set quarterly volunteer initiatives and appreciation events with Volunteer Coordinator.
 - Create a weekly Sunday huddle and rhythm that encourages and empowers.
 - Review and clarify roles and responsibilities
 - Champion team building amongst staff and the church at large.

- **Pastoral & Ministry Responsibilities**

- Lead the execution of together nights, start here lunch, team nights and other next step events.
- Lead Bible Studies, Groups, Events and other gatherings as needed.
- Meet with people, invest in others and attend to pastoral duties (visits, hospitals, discipleship, etc)
- Prayer and planning for sermon series, outreach events, groups, spiritual formation, ect w/Lead Pastor.

Expected Office Hours:

- Sundays, 8am-12pm, 5-9pm
- M-Th, 9-5pm

These expected office hours are flexible work time for meetings, collaboration and specific responsibilities as outlined above. If you need to swap office days and times during the week that is fine, but be sure to communicate to your oversight as needed.

Expectations:

- Commit to a growing relationship with Jesus and connection to the church.
- Commit to maintaining personal health (mental, emotional, relational, spiritual, physical).
- Model high standards in your own personal, family, and devotion life. Maintain a good example in your relationships with others, responsible living, studying, praying, and tithing.
- Possess an excitement for the vision, mission, beliefs and values of SLO City Church.
- Have a servant's heart and be willing to do whatever it takes to help the church grow and flourish.
- Have a substantial biblical/ministry education.
- Must be proficient in pastoral care, communication, Biblical knowledge and leadership.
- Have a desire to learn, grow and be mentored as a part of the SLO City Church Team.