

EXECUTIVE PASTOR

Overview:

The role of the Executive Pastor is to support and partner with the Senior Pastor in implementing and coordinating the vision, mission and spiritual development of Eastbrook Church, and to directly manage the day-to-day activities of the church. The Executive Pastor is responsible for the overall leadership and direction of Eastbrook church staff, leading all functional areas in the accomplishment of the church's mission to "Proclaim and embody the love of Jesus Christ in the City and the World." This includes oversight of NextGen, Adult Ministry, Worship, Missions, Congregational Care and Ministry Services, as well as strategic planning in finance, administration, human resources, and operations. The Executive Pastor reports to the Senior Pastor.

Summary:

The Executive Pastor at Eastbrook Church is charged with the following general areas of responsibility:

- Coordinating ministry direction: assisting the Senior Pastor in implementing the mission of the church through effective ministry plans
- Staff leadership: being the first point of contact for the Senior Director team so that the day-to-day activities move forward, enabling the Senior Pastor to remain focused on overall ministry vision, goals, and preaching
- Overall church strategy: key role in developing strategies for the church's growth, campuses, technology, and ministry
- Administration: facilitating the ministry of the church by assisting the staff and ministry teams in developing effective plans and processes to equip the congregation for service

Qualifications & Characteristics:

- Enthusiastic willingness to serve Christ and His church
- Maturity of Christian character and daily life with Christ
- Demonstrated professional character of honesty and integrity
- Strong planning and administrative gifts and skills
- Proven skills with people, business and financial management
- Leads by example, accepts responsibility, sets clear expectations
- Discretion, perseverance, patience, a sense of humor, team spirit, and genuine caring

Essential Functions:

- The ability to relate with, develop and keep the trust of staff members, congregants, and others in the community.
- The ability to listen to, encourage, admonish, and give trusted guidance to others on staff and in the congregation.
- The ability to think clearly, analytically and critically.
- The ability to understand and to communicate clearly, effectively, and in a timely manner.
- The ability and availability to participate in pastoral care duties as needed, including home and hospital visitation and officiating weddings, funerals, etc.
- The ability to understand and to apply Scripture faithfully in the execution of the responsibilities of the position.

Direct Reports:

- Senior Director, Adult Ministries
- Senior Director, Ministry Services
- Senior Director, Worship and Prayer
- Senior Director, Next Gen
- Senior Director, Missions
- Senior Director, Congregational Care
- *Senior Director, Technology (future)*

Education & Experience:

- Bachelor's degree required; graduate work in relevant area is a plus
- 15+ years of management and leadership experience
- Must have a proven track record of effective leadership, judgment and above reproach character (see above section on "Qualifications and Characteristics").

Detail:

The Executive Pastor will fulfill the responsibilities below and other responsibilities as may be assigned by the Senior Pastor.

Vision & Strategic Direction

- With the Senior Pastor, the Pastoral Staff and the Church Council, identify and articulate the goals, objectives, and strategies of all ministries, and oversee the ministries' coordinated efforts.
- Equip ministry staff for ministry growth and development with attention to direction, structure, tactics, and resource budgeting.
- Facilitate process for annual review, strategic planning and goal setting for growth and development of ministry, staff, and budget.
- Participate in Church Council meetings, as well as Finance and Personnel Committees as assigned.
- Work with the Senior Pastor in coordinating ministry vision and goals with Eastbrook Academy's administrative leadership and school board.

Staff Leadership

- Meet regularly with the Senior Director team for updates, accountability, and mentoring.
- Provide counsel as needed in areas of inter-staff conflict management.
- Serve as the pastor to the ministry staff of Eastbrook Church.
- Partner with the Senior Pastor in facilitating staff and Senior Director team meetings.
- Ensure that effective communication is happening within the staff at all levels.
- Develop a consistent approach to professional development and training of staff.

Operations:

The Executive Pastor is responsible for the following staff operations functions:

Staff Management

- Act as liaison between the Senior Pastor, ministry staff, and Personnel Committee.
- Implement the hiring and dismissal process of key staff following direction and guidance from the Senior Pastor and Personnel Committee
- Lead prioritization of staff hiring in consultation with Senior Pastor and Personnel Committee.
- Set up interim leadership plans for ministry areas with unanticipated staff vacancy or change of staff.
- Oversee the development of job description, in collaboration with Senior Director, Ministry Services, to ensure all are current and accurately reflect role expectations.
- Ensure annual performance reviews of staff are conducted by supervisors, including any compensation recommendations within performance review guidelines.
- Recommend necessary changes to the staff policies and employee benefits to Senior Pastor and Personnel Committee. Propose staff adjustments as needed and resolve conflicts.

Budgeting/Finances

- Responsible for all fiscal activities and overall financial health of Eastbrook Church, working directly with Senior Pastor and Senior Director, Ministry Services in coordination with the Finance Committee.
- Work with the Senior Pastor to determine long-term budget goals and priorities.
- Work with Finance Committee to initiate, develop, and present the annual budget for approval.
- Establish financial policies.
- Oversee Senior Director, Ministry Services, in areas of budget tracking, staff accountability, insurance planning, and capital expenses.

Facilities and Building Projects

- Assist the Senior Pastor and Church Council on facilities and building projects based on ministry needs and vision for the future.
- Coordinate with Senior Director, Ministry Services, to maintain all church property in good condition and make recommendations for capital improvement.
- Provide direction to Senior Director, Ministry Services, for use, maintenance, repair and security of church facilities and grounds.
- Communicate appropriate information to various levels as needed (e.g., staff, partners, Church Council, Elders, core leaders, congregation)

Mission of Eastbrook Church:

Every employee at Eastbrook Church is expected to support our mission: *to proclaim and embody the love of Jesus Christ in the city and in the world.*

Vision of Eastbrook Church:

Our vision to accomplish this is through five objectives:

1. Becoming 7

We are aiming to become a more vibrant, diverse, multi-ethnic church with an impact on the city of Milwaukee and the world. *"After this I looked, and there before me was a great multitude that no one could count, from every nation, tribe, people and language, standing before the throne and before the Lamb. They were wearing white robes and were holding palm branches in their hands. And they cried out in a loud voice: 'Salvation belongs to our God, who sits on the throne, and to the Lamb.'" (Revelation 7:9-10)*

2. Growing Disciples

We are aiming to make new disciples and grow current disciples deeper.

"Then Jesus came to them and said, 'All authority in heaven and on earth has been given to me. Therefore, go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.'" (Matthew 28:18-20)

3. Reaching Out

We are aiming to reach beyond ourselves through missional engagement.

"But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem, and in all Judea and Samaria, and to the ends of the earth." (Acts 1:8)

4. Multiplying Leaders

We are aiming to make leadership growth a priority.

"And the things you have heard me say in the presence of many witnesses entrust to reliable people who will also be qualified to teach others." (2 Timothy 2:2)

5. Church Engagement

We are aiming to increase levels of engagement at Eastbrook Church, as reflected in attendance, service and giving.

"So Christ himself gave the apostles, the prophets, the evangelists, the pastors and teachers, to equip his people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ." (Ephesians 4:11-13)

Please Note:

Eastbrook Church provides equal employment opportunity without regard to race, color, national origin or ancestry, citizenship, mental or physical disability, medical condition, veteran or military status, marital status, age, sex, or any other basis protected by federal, state or local law, ordinance or regulation.

Employment will require successful completion of a background check.

Qualified candidates should email or submit a letter of application, resume, and professional references to HR Manager, Lupe Dueñas, lduenas@eastbrook.org.