



EXECUTIVE PASTOR

The Executive Pastor is both a pastoral and an administrative role. As a pastor, the Executive Pastor is gifted and called to teach the Word of God and is responsible for shepherding the members of Crossway Church. The Executive Pastor must be a man who is gospel-centered and devoted to God, prayer, and the study of his Word, and who meets the biblical qualifications for a pastor/elder as outlined in 1 Timothy 3:1-7, Titus 1:6-9, and 1 Peter 5:2-4. He must manage his household in a way that is in line with gospel and the Word of God. His priority will be on his own godliness while giving constant attention to the growth and development of his gifts and abilities as a pastor. He maintains a lifestyle that is consistent with sound Christian principles and standards of conduct promulgated by the Word of God. He will be accountable to the elders of the church.

As an administrator, the Executive Pastor is responsible for managing and coordinating all office operations and procedures in order to ensure organizational effectiveness and efficiency, including all matters pertaining to, but not limited to Human Resources, Finances, Communications, and Facilities. In addition, the Executive Pastor provides executive level support to the elders and pastors and is responsible for the supervision of the Administrative Assistant and Accounting Assistant.

EQUIPPING AND CARING FOR THE SAINTS

- Preach expository and applicable sermons that are gospel-centered and exegete the Word of God once every 4-6 weeks
- Serve as an elder
- Oversee the church deacons
- Teach in Bible studies, training sessions, etc.
- Care for church members in need (illness, bereavement, etc.) through visitation, calls, and emails, in conjunction with the elders and deacons

HUMAN RESOURCES

The Executive Pastor is responsible for all aspects of Human Resources, including:

- Manage all aspects of personnel records, including but not limited to:
 - Create and edit job descriptions for all paid positions within the church
 - Manage, review, and coordinate all stages of hiring Crossway staff, including managing the church application form, onboarding, and providing general church staff training
 - Manage wage scales, salary schedules, and annual merit increases
 - Coordinate and track annual performance reviews
 - Maintain all personnel files

- Oversee and manage employee benefits, including insurance, retirement, paid leave, and annual compensation notices
- Oversee and manage payroll reporting with the church accounting assistant and serve as the church's liaison with the payroll management company
- Oversee and coordinate Crossway's compliance with state and federal mandates, taxes, employment laws, safety requirements, and HR training requirements, etc.
- Consult with Christian legal counsel on compliance matters that are incongruent with our theological convictions
- Develop and maintain the Church Policies & Procedures Manual
- Encourage pastors and staff in maintaining a healthy spiritual, personal, and work balance
- Supervise and manage the Administrative Assistant and Accounting Assistant

COMMUNICATIONS

- Coordinate church website updates from the pastors and staff for the church website
- Review the All-Church Email (ACE) and Worship Service Reminder (WSR) prior to posting
- Record minutes for all Congregation Meetings
- Prepare inter and extra church communications

PROPERTY MANAGEMENT

- Manage and coordinate all property maintenance and repairs, including scheduling vendors, signing contracts, overseeing repairs, and remitting payments
- Oversee and coordinate property security, including managing contracts, serving as liaison with the alarm and guard companies, and providing oversight to the guards on duty
- Manage and approve property and equipment purchases
- Manage and coordinate requests to use the church property, including creating, managing, and implementing policies and procedures for church usage
- Review, approve and manage Crossway facilities rental contracts and confirm renter's agreement with Crossway's statement of faith and theological convictions
- Approve purchases relating to the church office and facilities

FINANCES

- Serve as a corporate officer on the Stewardship Committee, applying biblical stewardship principles
- Coordinate and manage minutes for all Stewardship Committee meetings
- Coordinate and manage annual budget request forms
- Process compensation requisitions or contract payments in emergency situations
- Maintain co-signing authority for Crossway's bank and investment accounts

EXECUTIVE ASSISTANT TO THE PASTORS/ELDERS

- Coordinate administrative needs for weekly staff meetings including setting weekly Zoom links and ordering book study materials for the staff

- Engage in weekly staff meetings including gospel-centered, biblical, and theological book studies for general ministry development
- Coordinate and manage all administrative details of staff and leadership retreats, including securing venues, coordinating participants, communicating all pertinent information with participants, and engaging in the retreat activities
- Coordinate and manage all administrative details for all-church or all-staff functions
- Coordinate logistic details for funerals and weddings with the help of the Administrative Assistant, including rental contracts, scheduling janitorial service, arranging for a church coordinator, and processing payments
- Oversee and manage the church master calendar
- Other duties, as assigned

PERSONAL GROWTH AND RECREATION

- Spend appropriate time in personal reading, study, and prayer
- Attend seminars, conferences, or seminary classes regularly for the purpose of continuing education and encourage other staff persons and members to do the same
- Take one month of vacation each year
- Have one to two days off each week
- Meet regularly with the Pastor Relations' Committee for support, accountability, and performance assessment

DENOMINATIONAL ACTIVITIES

- Attend monthly regional meetings of Ordained Ministerial Body (OMB)
- Attend annual denominational conferences, including the OMB retreat, Missions Conference, and General Conference

POSITION DETAILS

- The Executive Pastor is in full agreement with, will abide by, and will uphold Crossway's Statement of Faith
- The Executive Pastor has an understanding of and commitment to the mission, vision and values of Crossway Church SFV
- Minimum BS/BA degree in Biblical Studies or Master of Divinity from an accredited evangelical seminary
- Minimum of 3 years of church leadership and ministry experience
- Work hours: Executive Pastor is expected to work full-time hours (40). Regular church office hours will be maintained
- The Executive Pastor reports to the Senior Pastor and the elders
- The compensation package is provided by the church and OMS Holiness Conference
- Continuing education, sabbaticals, personal retreats and the like are provided according to OMS Holiness Conference guidelines and by the approval

EXPERIENCE, QUALITIES, AND ABILITIES REQUIRED

- Has a strong, stable, mature Christian faith
- Maintain a lifestyle consistent with sound Christian principles and standards of conduct promulgated by the Word of God and Crossway Church SFV
- Has a growing, dynamic relationship with God with a heart for both God's people and the lost
- Clearly demonstrates Christ-like integrity and character
- Is called to this area of church ministry
- Trustworthy, honest, high level of integrity, and discernment to maintain confidentiality
- Self-initiating person who is organized and able to work independently with minimal supervision
- Ability to work in a team environment with a Christ-like attitude
- Attention to detail, organized, and strong administrative and writing skills
- Proficient with Mac and PC computers, Microsoft Office, and Google Applications
- Ability to manage multiple priorities
- Willing to use personal transportation for business errands, as needed
- Willing and able to make deliveries or pickups and perform other jobs that require substantial walking, climbing stairs, or lifting heavy boxes and packages

CROSSWAY CHURCH SFV

Crossway Church SFV is a Protestant, evangelical church under the OMS Holiness Conference. Pastors and staff must profess personal faith in Jesus Christ, endorse the church's statement of faith, mission, and values, and be committed to biblical standards of conduct promulgated by the Word of God and the Crossway Church SFV. Crossway Church SFV does not discriminate on the basis of race, color, national origin, ethnic group identification, sex, age or physical disability. However, as a private religious organization, the church reserves the right to exercise preference on the basis of religion in all of its employment practices.