



Parklawn Assembly of God

Job Description

Mission/Vision: "Bringing light to the World" – Matthew 5:16

Job Title: Executive Pastor	Job Code:
Effective Date: 1/01/2020	Date of Last Revision: 1/2021
Department Name: Administration	Department Number:
Reports to: Senior Pastor	No. of Direct Reports: 4
Titles of Direct Reports: (Staff & Contractors) Ministry Operations Manager Facilities & Ministry Support Operations Manager Media /IT Manager Human Resources Manager	Contractors: Social Media/Marketing CFO Unlimited (Finance Outsource Company) Source One & Compunet (IT Outsource Company) Park Cafe
FLSA Status: (Check one) <input checked="" type="checkbox"/> X Exempt <input type="checkbox"/> Non-exempt	Reviewed by: Date:
Position Summary: (in one or two sentences, describe primary purpose of the job): Reporting to the Senior Pastor, the Executive Pastor will have overall strategic and operational responsibility for PAOG Church operations functions that support the achievement of the vision, mission and strategic goals of the Church and its affiliated organizations. The Executive Pastor will provide oversight of PAOG leaders, staff and MVPs, Office Operations, Human Resources, Finance, Communications and Marketing, Information Technology, Building Services, Park Café and Media. The Executive Pastor will provide leadership to the strategic planning process and be responsible for the implementation of processes, policies and procedures and strategies that support accountability, a high performing Team and achievement of Church identified goals and outcomes.	
Principal Accountabilities and Essential Functions of the Job (List in order of importance percent of time, describe what must be accomplished, not how it must be done)	
Major Areas of Responsibility/Essential Function	% of Time
Vision and Strategic Direction <ul style="list-style-type: none">• In partnership with Senior Pastor, provides strategic direction in implementation of Church vision, mission and strategic goals• Facilitates Church strategic planning process and supports Senior Pastor, Pastoral Staff, Elder Board, leaders and MVPs in identifying and articulating goals, objectives, and strategies with appropriate measures of success and in achievement of identified outcomes• Facilitates process for ongoing review and assessment of goal achievement• Collaborates with Senior Pastor, Elders, Commissioned Ministers and Ministry leaders regarding ministry administration and implementation of mission and vision of Church• Establishes and maintains a set of key performance measures that provide the Senior Pastor, Church staff and Elder board with data on the effectiveness of all areas of ministry within the Church	
Leadership: <ul style="list-style-type: none">• Collaborates with HR to provides oversight and leadership to assigned direct reports• In partnership with HR recruits, hires, coaches, counsels, develops, disciplines and conducts separations as required to ensure a qualified team of leaders, professionals and MVPs to support the ministry and operations of PAOG• Reviews, creates and implements policies and procedures to ensure effective operation of the Church	

<ul style="list-style-type: none"> • Conducts pastoral meetings in the absence of the Senior Pastor; facilitates staff leadership team meetings, leadership summits and other meetings as requested 	
<p>Financial Stewardship:</p> <ul style="list-style-type: none"> • Provides oversight for all fiscal activities of the Church to include annual budget process, establishment and adherence to financial policies and plans, expense management, insurance planning and capital expenses • Offers collection and count team to support PAOG strategic goals, ministries and objectives • Provides oversight for development of Stewardship Ministry strategic plan to assure that a solid plan with expected outcomes, budget and fund-raising strategies are in place to achieve ministry and Church goals and objectives • Assists staff in monitoring and management of their budgets 	
<p>Human Resources and Staff Development</p> <ul style="list-style-type: none"> • Provides oversight to human resources function to ensure compliance with applicable laws and regulations and that appropriate policies and procedures are developed and in place • Assures that staff and MVP recruitment, hire, onboarding, retention processes are monitored and effective • Assures that performance management and compensation and benefits programs are effectively administered • Assures that PAOG leaders, staff, pastors and ministers receive ongoing feedback and coaching on job/role performance, competencies, values-based behaviors and development needs • Approves all decisions to discipline and/or terminate employment of PAOG employees • Assures staff have opportunities for professional development for their own development and to ensure Church is utilizing best practices in ministry and operations 	
<p>Administration/Operations</p> <ul style="list-style-type: none"> • Oversees administrative and operational functions for PAOG to ensure smooth daily operations of Church and other PAOG facilities • Supports management of Church calendar and professional execution of all events • Supports Senior Pastor by ensuring Pastors and Staff leaders develop strategic plans for their assigned areas of responsibility and that plans are reviewed regularly to ensure goal achievement • Benchmarks with other Churches and keeps abreast of best practices to improve the effectiveness and efficiency of staff and Church operations 	
<p>Information Technology</p> <ul style="list-style-type: none"> • Supports the development and management of an IT plan that meets the needs of the ministries and achievement of goals of PAOG • Ensures budget and plan for purchases, maintenance and update of IT equipment 	

<ul style="list-style-type: none"> Supports the creation and adherence to IT policies and procedures for use of all Church -owned computer equipment 	
<p>Media</p> <ul style="list-style-type: none"> Provides oversight for Media Department staff and operations Assures solid communications and collaborations with departments and Ministry leaders that Media serves Supports development of Church Media plan and budget in alignment with Church 's vision and overall financial strategies 	
<p>Facilities and Building Services/Projects</p> <ul style="list-style-type: none"> Provides oversight of development and ongoing management of PAOG facilities plan that includes building projects, maintenance of all Church properties, repair and security of Church facilities and grounds to meet Church and ministry needs Provides oversight of Emergency Preparedness plans and activities to ensure the Church is ready and prepared in the event of an emergency. This may include ongoing raining and practice drills. 	
<p>Leadership Engagement, Communications & Meetings</p> <ul style="list-style-type: none"> In partnership with Senior Pastor, Staff and MVP leaders, plans and facilitates leadership, staff and MVP meetings to ensure ongoing communication, development, Community engagement and to build strong relationships. Ensures leaders are kept informed via announcements, newsletters, emails, meeting communications and social media Provides oversight to the development and management of an effective communications and marketing strategy for the Church that includes but is not limited to internal and external communication plans, Church website, publications and printing, guidelines and policies for use of communication and social media. 	
<p>Pastoral Care, Teaching/Preaching</p> <ul style="list-style-type: none"> Teaches and preaches as requested by Senior Pastor at weekly, weekend services or other special programs and services Performs sacerdotal functions that may include but not be limited to baptisms, weddings, funerals, teaching, spiritual, communion administration, counseling etc. 	
<p>Professional Development</p> <ul style="list-style-type: none"> Attends workshops and conferences to assure knowledge of best practices in ministry and Church operations 	
<p>Other Duties as Assigned</p> <ul style="list-style-type: none"> Supports Senior Pastor in assignments and responsibilities as delegated and requested 	
<p>PAOG Mission and Core Values</p> <ul style="list-style-type: none"> <i>Acts and performs in a manner that is consistent with and shows commitment to PAOG PRISM Mission/Vision/Values:</i> Prayer – enhance communication with God through small groups, personal and corporate prayer. Reconciliation- to reflect the unity of the Spirit and with each other Investing-to develop each member of the Church into the leader God purposed him or her to become. Strong Families-To serve and influence families in our Church and community 	

Missions-to witness to the world, the truth and love of God			
<ul style="list-style-type: none"> CORE VALUES: SHINE IT! Service – Humility – Innovation-Excellence-No Limits-Integrity-Truth 			
Education and Experience: (Check the minimum requirements for education and experience for this position.) Required education (Check one box) Preferred Education: (Check Additional boxes with Preferred in explanation field)			
<input type="checkbox"/>	High School or equivalent (GED)	<input type="checkbox"/>	0-2 years
<input type="checkbox"/>	High School plus specialized training (min. 6 months – 2 years)	<input type="checkbox"/>	
<input type="checkbox"/>	Associate degree:	<input type="checkbox"/>	5-7 years
<input checked="" type="checkbox"/>	Bachelor's Degree: <ul style="list-style-type: none"> Business or related field 	<input checked="" type="checkbox"/>	8-10 years Ministry/Operations and/or strategic leadership experience; Proven skills and experience with people, business and financial management
<input checked="" type="checkbox"/>	Master's Degree: <ul style="list-style-type: none"> Master's Degree in Divinity or Theology or equivalent related Graduate level education or experience preferred Formal biblical studies or seminary preferred. 	<input type="checkbox"/>	10-15 years
<input type="checkbox"/>	PhD:	<input type="checkbox"/>	15 years+
<input type="checkbox"/>	Other:		
Certification/Licensure Required for Job (List any licenses or certifications for the job)		Knowledge, Skills & Abilities required: (i.e. supervision, computers, etc.) <ul style="list-style-type: none"> Strong spiritual commitment to Jesus Christ and lives a Godly lifestyle Experience in leadership and a passion for growing the Kingdom Superior verbal and written communication skills including in email Able to rightly discern the Word of God Knowledge of strategic planning processes helpful Knowledge of organizational leadership principles and practices Ability to create a culture of accountability through implementation of strategies, tools and resources for staff and leaders. Ability to relate to and keep confidence and trust of PAOG leaders, staff, congregants and community Ability to effectively conduct presentations, lead meetings and interact with leaders, staff and in community and Church settings Knowledge of basic finance fundamentals, budget analysis, process and reporting 	

	<ul style="list-style-type: none"> • Ability to use Word, Excel and other Microsoft Office Suite products and/or Apple products • Ability to think critically and conduct analysis and give recommendations • Ability and availability to attend Church services, events and meetings related to Church business as required • Excellent customer service orientation • Strong administrative skills • Solid business acumen • Knowledge/experience in event planning with attention to details preferred • Humility and willingness to continually work on improvement of self and others • Ability to be patient • Ability to inspire and build team spirit • Must be a loyal team player that can submit to Church leadership and is committed to the Mission, Vision and values of PAOG • Must attend PAOG regularly and support the Church financially • Must make a positive contribution to a staff culture that increasingly embodies excellence and the ethics of servant leadership demonstrated by Christ <p>Meets Qualifications as detailed in Article VII in PAOG Constitution and By-laws:</p> <ul style="list-style-type: none"> • Maturity of Christian character • Servant leader qualities and enthusiastic willingness to serve Christ and his Church • Meet Domestic qualifications • Meet Spiritual qualifications
Equipment Operated:	

Physical Activity: (Check all that apply)					
Activity	N/A	0-25%	26-75%	76-100%	Avg. lbs.
Lift/Carry	<input type="checkbox"/>	<input checked="" type="checkbox"/> x	<input type="checkbox"/>	<input type="checkbox"/>	
Push/Pull	<input type="checkbox"/>	<input checked="" type="checkbox"/> x	<input type="checkbox"/>	<input type="checkbox"/>	
Reach overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/> x	<input type="checkbox"/>	<input type="checkbox"/>	
Climb	<input type="checkbox"/>	<input checked="" type="checkbox"/> x	<input type="checkbox"/>	<input type="checkbox"/>	
Squat	<input type="checkbox"/>	<input checked="" type="checkbox"/> x	<input type="checkbox"/>	<input type="checkbox"/>	
Sit	<input type="checkbox"/>	<input checked="" type="checkbox"/> x	<input type="checkbox"/>	<input type="checkbox"/>	
Stand	<input type="checkbox"/>	<input checked="" type="checkbox"/> x	<input type="checkbox"/>	<input type="checkbox"/>	
Walk/Move/About	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> x	<input type="checkbox"/>	

Work Conditions: (Describe the environment and fill in appropriate information (i.e. noise, temperature, chemicals or hazardous materials/waste present))

- May be exposed to a variety of environments and temperatures both in/outdoors in the community
- Church/Office environment

Note: The most significant duties have been included in this description. Other duties may be assigned as necessary. PAOG reserves the right to modify this job description as needed to accurately reflect the duties assigned.

How to Apply:

- **Complete an Application**

Please Click HERE

<https://parklawn.org/apply/>

Submit the following documents:

******A detailed and updated Resume

******A letter describing your interest in Parklawn's Mission and the Executive Pastor position.

Attention: Norma J. Gaines, HR Manager

ngaines@parklawnag.org



Parklawn
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