

The Evangelical Free Church of Lethbridge ([www.efreelethbridge.ca](http://www.efreelethbridge.ca)) invites qualified applicants to apply for the full-time position of **Executive Pastor**. This person will work with our Lead Pastor to provide leadership and oversight to a dynamic staff team.

Preferred education and qualifications include the following:

- Person of deep faith, godly wisdom, and biblical leadership with the characteristics described in 1 Timothy 3 and Titus 1
- Master's or Bachelor's degree in Organizational Leadership, Business Administration, or Commerce; alternately, progressive experience in organizational leadership and management in a business, organization, or large church
- Spiritual gifts in the areas of leadership, discernment, and administration
- A clear testimony of seeking God and living according to principles of biblical character
- Theoretical and practical knowledge of management and leadership principles
- Knowledge of and commitment to the mission, vision, and values of the Evangelical Free Church of Lethbridge
- Complementary gifting to the Lead Pastor
- Effective as a team player and leader
- Committed to exhibiting a positive attitude and living a healthy, balanced lifestyle
- Appropriate pastoral credentialing with the Evangelical Free Church of Canada or a willingness to engage with the denomination

Experience, abilities, and skills required include the following:

- Twelve to fifteen years of providing corporate or divisional leadership in a business, organization, or large church
- Highly motivated, with a commitment to excellence
- Demonstrated ability to conceive and implement effective operating processes and procedures (i.e. a systems thinker)
- Attention to detail and ability to prioritize work tasks across a diverse set of people
- Demonstrated effectiveness in building and leading a large staff team
- Models a servant leadership style
- Good written, oral, and interpersonal communication skills

If, after prayerful consideration, you feel called to this position, then we want to hear from you. To apply, please send the following in PDF format to the confidential email [search@efreelethbridge.ca](mailto:search@efreelethbridge.ca) with the subject line "Executive Pastor":

- A cover letter expressing why you are interested and how your experiences have prepared you for this ministry
- Your comprehensive resume
- Your faith story
- Your philosophy of ministry

Applications will be received until a suitable candidate is found.

# EVANGELICAL FREE CHURCH OF LETHBRIDGE

## **Mission:**

We love God, love one another, and love our neighbours so that people become passionately committed to hearing and obeying God, and teaching others to do the same.

## **Vision:**

We dream of being a movement of people who build bridges into our neighbourhoods and the world because God has created a bridge of love to us.

We desire to:

- passionately follow the Father and be transformed into His likeness;
- graciously enfold anyone into our warm and loving, Spirit-led family; and
- boldly love our community, speaking hope through Jesus and reaching out to those in need.

<b>Job Title:</b>	<b>Executive Pastor</b>
<b>Hours:</b>	<b>Full-Time (40 hours / week)</b>
<b>Reports To:</b>	<b>Lead Pastor</b>
<b>Revision Date:</b>	<b>October 1, 2023</b>

## **Purpose of the Position:**

To provide organizational leadership to the operations, strategic planning, finances, and human resources of the church to ensure alignment with and accomplishment of the church's mission and vision, freeing the Lead Pastor to focus on setting vision, teaching, and shepherding

## **Core Responsibilities and Duties:**

### **1. Strategic Leadership and Planning**

- Serve on the Executive Leadership Team
- Assist the Lead Pastor in the development and execution of an overall organizational strategic plan
- Lead the staff team in annual strategic planning
- Function as the primary point person in the Lead Pastor's absence

## **2. Staff Management**

- Work with the Lead Pastor to lead and shepherd the staff team
- Foster a positive and collaborative work environment with the staff team
- Oversee the recruitment, hiring, training, and management of staff
- Administer appropriate compensation, benefits, and professional development for the staff team
- Ensure regular performance evaluations are completed for all staff
- Oversee human resource policies, procedures, and practices

## **3. Financial Management**

- Manage the church's financial operations, including reception of donations, issuance of tax receipts, expense management, annual projections, and financial reporting
- Oversee the development and implementation of organizational and ministry budgets
- Ensure a formal audit and the Registered Charity Information Return are completed annually
- Ensure sound financial policies, procedures, and practices are in place and executed

## **4. Facility / Campus Management**

- Secure appropriate insurance coverage and maintain current inventory records
- Ensure all contracts (e.g., custodial, land rental, etc.) are current and appropriately executed
- Manage building, grounds, and parking lot maintenance and improvements
- Ensure facility use policy, emergency procedures, and practices are in place and executed
- Oversee all operations related to the Church Library