



**ELORA ROAD**  
CHRISTIAN FELLOWSHIP



# Opportunity Profile

EXECUTIVE PASTOR  
ELORA ROAD CHRISTIAN FELLOWSHIP

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NELSON/KRAFT  
AND ASSOCIATES

# EXECUTIVE SUMMARY

Elora Road Christian Fellowship (ERCF), located just north of Guelph, Ontario, is looking for an Executive Pastor with a passion for developing other leaders within a loving, grace-filled community.

The Executive Pastor is responsible to support the Lead Pastor in accomplishing the church's mission through ministry evaluation, discernment, decision-making, planning, implementation, and overall leadership of the church staff. The Executive Pastor oversees and supervises a ministry team of staff and volunteers including the Pathway Ministries Pastor and the Operations Director. The Executive Pastor leads Community Life Ministries and is responsible for the development of strategy that ensures the mission and vision of the church are realized. The strategic preparation and execution of ministry goals and targets are responsibilities of the Executive Pastor and are accomplished through collaboration with, and the empowerment of, the church's pastors, staff, and volunteers entrusted with the ministry of ERCF. The Executive Pastor has a cooperative and trusting relationship with the Lead Pastor, and looks after the executive functions of the church, thereby freeing up the Lead Pastor to focus on vision, preaching, prayer, and shepherding.

As a leader of leaders, the Executive Pastor demonstrates maturity, humility, and love for people as aligned with ERCF's vision, mission, and values. The Executive Pastor is passionate about living out their Christian faith and beliefs while utilizing their God-given gifts and abilities to serve God, the staff, the congregation, and the community surrounding ERCF.

If you are a results-oriented and systems-focused pastoral leader, and you fully align with the vision, mission, and values of ERCF, we would love to hear from you!





# OUR STORY

Though our church began over 50 years ago, we are still young! When you visit us, you'll see a healthy mix of all generations with a lot of kids, families, and singles. From kids to seniors, we enjoy doing life together and being part of God's family.

We love our guests and our members. We see each person who comes through our front doors as the special person God made them to be. Authenticity and reality are visible from the parking lot to the stage! Our staff and volunteers serve from their hearts. We love Jesus and He is the focus of our worship. Having love and grace for others is based on the unconditional love and acceptance Jesus has for all of us.



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## OUR MISSION

Growing in faith and love, bringing hope to our community

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## OUR VISION

Expressing the unconditional love of Jesus to everyone

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## OUR VALUES

- People Matter (Reach)
- Knowing God is Our Calling (Worship)
- Faith is a Journey (Equip)
- Community is Our Culture (Connect)
- We are Called to Serve (Serve)

# KEY RESPONSIBILITIES

## Lead Strategic Planning & Execution

- In partnership with the Lead Pastor and ERCF Board, communicate and operationalize the mission, vision, and values of ERCF through the creation of a clear strategic plan.
- Collaborate with the Lead Pastor to ensure unified communication of ERCF's vision, mission, and values at all levels of leadership, staff, and community.
- Lead the church in planning and executing the strategic priorities. Provide strong organization, facilitation, and project management to implement the strategic plan.
- Lead the development of strategic goals and implement measurements to track progress toward their achievement.
- Steward and manage the resources of the church for strategic Kingdom impact.



## Lead the Community Life Ministries

- Oversee and develop the ministries of the church including, but not limited to: Weekend Experience, Digital Reach Experience, Worship Team, Communication Team, First Impression Team, and Events Team.







- Engage with our wider community through onsite Sunday services and online programming, and oversee the discipleship pathway that sees people develop from “not interested” all the way to becoming “disciple makers.”
- Expand our digital reach and increase our church awareness online using web technology and social media to interest disinterested people in Jesus Christ to ultimately grow together with ERCF into fully devoted followers of Him.
- Lead a team to identify the needs, research new opportunities, create the digital outreach strategy and move forward with implementation and optimization.

### **Lead & Develop the Staff Team**

- Coach, support, and develop the Pathway Ministries Pastor in their oversight of Kids Church, Youth, Small Groups, and the Compassion Ministry.
- Coach, support, and develop the Operations Director in their oversight of the Administration Team, HR and SOS, and the Facility Management Team.
- Provide administrative and staff management including the development and implementation of policies, procedures, best practices, systems, and tools to organize and guide the operations of the church within full compliance.
- Provide leadership to recruit volunteers and staff. Create a recruiting plan that attracts and retains a staff of excellence.
- Evaluate staff performance; coach, mentor, and provide leadership to ensure top individual and team performance.
- Build accountability measures through SMART goals. Review and track goals, while providing regular feedback, encouragement, and performance management.



## Lead Finance & Administration

- Provide oversight to the main operational needs and policies of the church.
- Ensure efficient execution of finance, operations, maintenance, and administration.
- Oversee budget development and accurate financial reporting.
- Oversee the Information Technology (IT) systems and digital technology.



# CORE COMPETENCIES

- Excellent interpersonal and relationship building skills.
- Professionalism, confidentiality, and tact.
- Excellent verbal and written communication and presentation skills.
- Self motivated and independent.
- Able to liaise with a diverse group of stakeholders.
- Strong mentoring, coaching and conflict management skills.
- Able to delegate.
- Creative, strategic, and critical thinking skills.
- Strong research and analytical skills.
- Detailed oriented and accurate.
- Able to handle multiple and concurrent issues, projects, and tasks.
- Strong organizational, planning, and execution skills.
- Able to time manage and collaborate.
- Able to develop people.
- Proficient in the use of technology.
- Project management and decision-making abilities.



# QUALIFICATIONS

- A close and devoted relationship with Jesus Christ with a passion to serve Him.
- A missional heart and creative gifting of evangelism and reaching people.
- Fully aligned with the vision, mission, and values of ERCF.
- Agreement with the Statement of Faith and Lifestyle Agreement of ERCF.
- University degree in business, administration, theology, or another relevant field.
- 5+ years of leadership experience in business, the not-for-profit sector, or church ministries.
- Experience in strategic planning, facilitating change, and achieving strategic goals.
- Financial management and budgeting experience.
- Humble and hungry; committed to improvement and seeking constructive feedback.
- Excellent social skills and high E.Q. (emotional intelligence).
- Highly organized, fast paced, productive, and efficient at executing.
- Experience with project management tools like Asana, Slack, Basecamp, etc.
- Proven experience leading projects from beginning to end.
- Experience in building and leading teams of staff, volunteers, contractors, etc.
- Familiarity with SEO, SEM, CRM, web analytics, Google analytics, etc.
- Problem solving and researching skills to find solutions and investigate new tools.

# OUR SEARCH TEAM



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647.409.2922

## **JEFF PITCHFORD** LEADING THE SEARCH

Jeff is an accomplished Senior Executive, with over 25 years of leadership experience across the chemical manufacturing and food processing industries. He wears many hats including Business Consultant, Executive Coach, Board Member, Forum Chair and Birkman Certified Professional. Jeff specializes in leadership development and team-based business success. He is passionate about developing leaders and building high performance teams.



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519.831.5765

## **KEITH KNIGHT** SUPPORTING THE SEARCH

Keith has a long career in leadership development, communications and marketing. Over the past decade he served as Executive Director of the Canadian Christian Business Federation, a national network of Christian business and professional leaders. He inherited a small group of business leaders consisting of seven chapters in southern Ontario and grew the organization into a national network of 70 chapters with a database of 6,500 professional leaders, including about 80 Christian non-profits.

# ESTIMATED SEARCH TIMELINE

While every search is dynamic and time frames are hard to predict, the following is an overview of the expected timeline and details for this search:

**Location:** Guelph, ON

**Application Deadline:** March 27, 2024

**Short List Interviews:** April 2024

**Start Date:** TBD

**Salary Range:** \$70,000 - \$80,000

## HOW TO APPLY

Apply online at [nelsonandkraft.com/jobs](https://nelsonandkraft.com/jobs) with your cover letter and resume. You must be eligible to work in Canada.

Nelson/Kraft & Associates Inc. is an executive consulting firm that specializes in working with not-for-profits and for-profit businesses across Canada, assisting them in the placement of senior executives and directors.

Nelson/Kraft & Associates Inc. welcomes and encourages all interested applicants to apply for this position and is committed to the principles of diversity and inclusion in its hiring practices, and will only make distinctions among interested applicants in accordance with the applicable Human Rights legislation.

Nelson/Kraft & Associates Inc. also welcomes and encourages applications from candidates with disabilities. Accommodations are available on request for candidates taking part in the selection process. If you require disability-related accommodation during the recruitment process, please contact us.