

Job Title - Executive Pastor

Reports To - Lead Pastor

Position Status - Full-Time

Pay Scale - \$62,000-\$68,000 depending on experience, hours, and duties* + insurance stipend, partial phone and internet reimbursement, remote work stipend, 3 weeks vacation/leave

* This role encompasses a wide variety of skill sets. You are encouraged to apply if you have 75% of the skills needed in this role as some duties could be shifted to administrative staff or volunteers.

Work Type - Remote work with flexible hours outside of Sunday mornings

Church Background:

Sowebo Community Church is an independent, neighborhood church whose vision is to cross cultural boundaries to build God's Beloved community within ourselves and our neighborhood. We long to see the needs of the community met. We long to see right relationships between people and people groups. We mainly long to see men, women, and children reconciled back to God. We are committed to serving specifically the diverse communities of Southwest Baltimore and the seven distinct neighborhoods of Pigtown, Union Square, Mt. Clare, Poppleton, Barre Circle, Franklin Square, and Hollins Market. We co-share space with Southwest Baltimore Charter School located at 1300 Herkimer St, Baltimore, MD 21223.

With 50 dedicated adults and 30 energetic children under 12, our church family gathers weekly at a charter school in the heart of a socioeconomically marginalized and predominantly Black community with a growing Spanish-speaking demographic. Through the values of worship, fellowship, authenticity, scripture study, and prayer; we strive to be a blessing as we dwell in the neighborhood, help develop organizations and institutions of human flourishing, and disciple others for a lifetime of following Jesus.

We are a casual jeans kind of church where we invite folks to come as you are. More can be found on our website <https://www.sowebochurch.com/our-church>.

Executive Pastor Purpose -The Executive Pastor is responsible for managing the business affairs of the church and working with church members and staff to achieve the church's mission objectives. The person in this position will build upon the existing structures and practices of the church to extend it's ministry through its members to the surrounding community. This person would be experienced in or have an interest in teaching and preaching.

Job Responsibilities and Duties -

- **Pastoral Support**
 - Meets regularly with Lead Pastor to talk through the ministries of your responsibilities and to build a strong bond of trust and honesty
 - Offers support and lead staff and volunteers in planning and executing church events, services, and outreach programs
 - Spends a regular part of your week praying for the community
 - Anticipates the needs of the Lead Pastor and Elders and work to support them.
 - Prepares to teach at church service as requested once a month
 - A possible interest in Family and Youth ministries to serve our largest growing population: our youth

- **Financial Management,**
 - Oversees the work of the receipt, deposit, and disbursement of all church funds.
 - Maintains the financial record system of the church.
 - Coordinates with deacon team to disperse Benevolence funds.
 - Oversees the purchasing process and maintains vendor relationships.
 - Oversees the preparation of quarterly financial reports for the Elder team.
 - Works with the Elder liaison to prepare an annual budget for approval by the elders, and implements it upon approval.
 - Obtains an annual audit or review of the church's financial statements.
 - Oversees the administering of the payroll for church employees. Ensures all tax reports (941, W-2) are promptly paid and timely filed.

- **Personnel Management,**
 - Gives pastoral guidance and management as staff team grows
 - Administers the personnel policies and procedures of the church.
 - Maintains personnel records.
 - Participates in hiring and termination of support staff in consultation with the Elder team.
 - Periodically reviews wage and salary structures, personnel practices, and benefits and makes recommendations to the Elder team
 - Assures the church's compliance with federal and state labor laws.
 - Coordinates the vacation schedule.

- **Properties Management,**
 - Develops and administers policies and procedures concerning the use of all church properties, and facilities.
 - Evaluates periodically the insurance needs of the church and report to the Elder Team.
 - Oversees the safety and security of guests and rental property at Sunday gatherings.

- Maintains an inventory of church property and equipment along with the Sunday coordinator
- Office Management
 - Sees to the maintenance of all church equipment and computer systems. Assures that proper computer backup is routinely maintained.
 - Facilitates staff training on church computer systems and office equipment.
 - Facilitates periodic review of computer systems and office equipment with assistance.
- General Management.
 - Handles incoming communication emails and postal mail.
 - Obtains advice on legal, business, and tax matters for the church and ministers.
 - Participates in weekly staff meetings as well as scheduled elder meetings when requested.
 - Takes and prepares minutes for staff meetings.
- Communications
 - Defines communication strategies for internal and external information
 - Sends out weekly newsletters
 - Creates slides for communication at Sunday services.
 - Explores additional social media engagement
 - Maintains and keeps the website updated

Job Skills and Requirements:

- A bachelor's degree in business management, nonprofit management and/or minimum of 3 years of experience in a related field
- Minimum of 3 years of experience as a staff member or lead volunteer in a ministry leadership capacity.
- A committed Christian who would be a regular participant in the life of Sowebo Community Church
- Can conceptualize his/her administrative and managerial work as a ministry and verbalize the function of the job as a ministry.
- Able to foster effective communication in the church organization.
- The ability to manage a consensus decision-making process.
- Knowledge of computer systems, including word processing, electronic communication software, membership software, and financial reporting and accounting software.
- Timely and consistent attendance
- Availability for evenings for committee and church board meetings on occasion.

- Ministry skills including Shepherding, Evangelism, Teaching, Exhortation, Discernment, Wisdom, Administration
- Extensive urban experience preferred.
- Fluency in Spanish is an asset for this position.
- A heart to humbly serve in a bible based church.
- A degree or formal seminary training is an asset but not essential for this role.

Evaluation and Compensation:

- The Executive Pastor reports to the Lead Pastor and will receive an annual performance review by the Lead Pastor and Elder liaison. Compensation is reviewed annually by the Lead Pastor and the Elder Team. See “**Pay Scale**” for starting salary information.

Expectations: You are contributing to the team in the way we expect when ...

- You serve humbly and graciously, submitting yourself to your Lead Pastor, the local elders, and in all things to Christ who is Head of the church
- You are ideally present at least three church services per month.
- You honor the Sowebo Community Church Covenant
- You cultivate intimacy with Jesus in your own heart so that your ministry is a Spirit-filled overflow
- You model a godly life and pursue the way of Jesus in your own life and the life of your family (i.e., actually follow Jesus, don't just talk to people about it).
- You think it is an honor to be a part of this ministry.
- You help cultivate a culture along these lines among the rest of the staff. You establish and maintain a weekly Sabbath

Estimated Timeline: May accelerate if the right individual applies

- **May** - Accepting applications
- **June** - Final reviews, Phone screenings, In-person or virtual interviews
- **July**- Top candidate day with church leaders, Offer made
- **Aug** - Start date

To Apply: send the following to hire@sowebochurch.com by **May 31, 2024**

- Cover letter highlighting relevant experiences that qualify you for this role
- Resume, CV or list of any relevant experiences
- Links to any sermons, writings, social content etc
- A list of 3 references
- A brief statement on your personal relationship with Jesus and why you may want to serve in this role