

EXECUTIVE DIRECTOR/PASTOR

Reports to: Elder Team

PRIMARY PURPOSE

The Executive Director/Pastor leads the staff, oversees the church's operations, and develops the congregation in stewardship and generosity. This role requires a passion for both leadership development (helping the staff team thrive) and practical stewardship (running stuff well and getting stuff done). The right leader will possess a pastoral heart and instinct, a passion for gospel ministry, and proven skill in organizational leadership and management.

QUALIFICATIONS

- Firm Beliefs - Has a high view of Scripture and completely affirms and adheres to Lakeview's Beliefs and Core Convictions.
- Gospel-Centered - Seeks to abide in Christ while speaking the Gospel to themselves and others.
- Proactively Relational - Regularly builds healthy relationships by reaching out, listening, and loving others well.
- Can-Do Team player - Offers patience and grace to others and is eager to collaborate, assist, and serve the interests of the team sacrificially.
- Eager to Grow - Understands they have not yet arrived and can receive feedback to grow. Understands the value of continual, incremental improvement over an extended period.
- Clear Communicator - Represents themselves and the body well through verbal, written, and nonverbal communication.
- Persistent and Focused - Can manage time, energy, and resources independently and responsibly so that they devote themselves to productive activities.
- Humble, Positive Leader - Has an authentic, joyful attitude and genuine desire and eagerness to engage, develop and lead others while humbly giving themselves to the task and people at hand.

GENERAL RESPONSIBILITIES

- Live SENT to make disciples, everyday and everywhere, from neighbors to nations.
- Participate and relationally engage in the life and ministry of Lakeview on Sundays and throughout the week.
- Participate in weekly Elder meetings.
- Participate in weekly Staff meetings.
- Attend and/or serve at Lakeview functions as needed. (i.e. Partnership Lunches, Christmas Eve Service, Ramp Classes, etc.)

EXECUTIVE RESPONSIBILITIES

-with Elder Team

- Help to shape church and staff culture through healthy presence and effective communication that casts vision, creates unity, and advances the mission.
- Participate in conversations with Elders regarding overall staffing and ministry strategies.
- Manage finances and develop stewardship and generosity at Lakeview.
- Helps to set financial goals in collaboration with the Elder Team.
- Assist in creating the annual budget with the Elder Team.
- Provide leadership to special projects such as: fundraising, church planting campaigns, etc.)
- Manage the daily Operations of the Church including but not limited to:
 - HR: payroll; benefits; hiring and firing; review & evaluation; policies & procedures.
 - Facility: leases, operations, equipment, maintenance, & capital improvements.
 - Oversee yearly review of insurance, employee handbook, finances, etc.
 - Security Team: training; logistics; compliance.
 - Ensure that the emergency evacuation plan is up to date and clearly communicated.

-with Church Staff

- Consult, assist, and troubleshoot with other staff regarding their ministries. As needed, proactively speak into potential weak spots or areas of potential improvement in order to ensure alignment, effectiveness, and strategic development.
- Oversight of church-wide communication (email, website, etc)
- Review monthly expenses and meet with staff as needed to evaluate spending.
- Provide leadership and oversight to direct reports including but not limited to:
 - Admin Assistant (weekly check-in)
 - Facilities & Maintenance Director (weekly check-in)
 - Sonlight Pre-school Director (weekly check-in)
 - Nursery Director (weekly check-in)
 - Childrens Director (weekly check-in)
 - Production Director (weekly check-in)
 - Youth Director (weekly check-in)
 - Teaching Pastor (weekly check-in)

-with Church Partners & Visitors

- Provide a visible and accessible leadership presence during weekend services.
- Ensure Lakeview's Partners and Visitors understand clearly the mission and vision of Lakeview.
- Provide specialized pastoral care when appropriate (funerals, hospital visits, weddings, premarital counseling, etc.)
- Support, encourage, uplift, visit, and help those in need in our church and the broader community.

WHAT SUCCESS LOOKS LIKE:

- In a nutshell: ensure the “business of the church” is executed well in order to facilitate and support the ministry of the church.
- Ensure Lakeview is staffed well: high-capacity staff, in roles where they “fit,” flourishing as disciples and as leaders/employees.
- The church as a body is well-led and well-managed, freeing Directors and Pastors to focus more on ministry to people than on organizational problems.
- Elders have timely, accurate information about operations & finances so they can make effective decisions.
- The various systems and structures of Lakeview are working well and being consistently refined for optimal effectiveness.
- Property is being well-utilized and well-maintained.
- Lakeview budgets well and anticipates future expenses.

EXPECTATIONS & COMPENSATION

- Hours: 40-50 per week
- Salary: to be determined based on experience and stage of life.
- Benefits: 10-20 vacation days per year (based on total years in ministry); five spiritual refreshment days, 12 days off for major holidays, 5 sick days per year.
- Must be willing to work during the Easter and Christmas Seasons.

TO APPLY Please submit a resume, cover letter, and three references to elderteam@lakeviewfellowship.com. Applications will be reviewed on a rolling basis until the position is filled.