

Village Chapel

Position Description

Position Title: Executive Minister

Date Revised: 8/6/2020

Reporting Relationships:

Pay Status: Salary

- **Primary:** Lead Pastor

Employment Status: Full-time

Average Work Schedule: 45-50 hours/week

Main Objective

To lead Village Chapel in reaching out and raising up disciples (fully-devoted followers) for Jesus Christ by leading/coaching ministry staff and ministry leaders; by engaging ministries/people proactively; and by serving the Lead Pastor.

Key Result Area 1

Staff/Ministry Leaders

Coach, lead, and hold accountable Staff and Ministry Leaders under the direction of the Lead Pastor for the purpose of making disciples, living out our vision, building God's Kingdom, and reducing isolated ministry.

Performance Standards

1. Proactively coach Staff Members and Ministry Leaders clarifying how their ministry accomplishes our vision and clarifying their responsibilities, authority, and accountability.
2. Hold Staff Members and Ministry Leaders accountable for tasks, deadlines, and behavior through regular evaluation/feedback and through plus/delta follow-ups for all projects/ministries.
3. Implement leadership development strategy in which sisters and brothers are discipled to be leaders in the Body of Christ and work with Lead Pastor to recruit people to fill leadership and servant roles.
4. Collaborate with Lead Pastor for direction.
5. Lead Staff Meetings/Ministry Leader Meetings

Key Result Area 2

Ministry Oversight

Interact with Ministries in a proactive way to address any barriers or roadblocks that might prevent leaders/teams from moving toward our vision and address issues/complaints as they arise.

Performance Standards

1. Maintain appropriate contact with leaders/teams as they implement Ministry Action Plans to address issues before they arise.
2. Establish follow-up protocol to measure the effectiveness of ministries and to provide constructive input for future ministry planning.
3. Work with the Finance Chair to plan the annual budget and be the lead contact with the accounting firm (The Provisum Group). This includes working with the Communications Coordinator to submit purchase orders and interacting with the accounting firm representative monthly for the trial close.

Key Result Area 3
Management and
Public Relations

Communicate with the Lead Pastor and the Congregation while maintaining excellent organizational skills.

Performance Standards

1. Provide weekly high level reports to the Lead Pastor.
2. Work with the Lead Pastor to maintain a current Position Description and Action Plan.
3. Exemplify servant leadership by actively participating in the staff leadership team.
4. Attend and participate in all worship services (as assigned/scheduled) and connect in a LifeGroup.
5. Identify Continuing Education Goals on an Annual Basis.

**Possible
Key Result Area**
Preaching

Preach biblical messages as assigned in the preaching schedule by the Lead Pastor.

Performance Standards

1. Preach at all three worship services up to 12 times each year.
2. Preach at The Gathering (Saturday Night) at least one additional time each quarter.

**Education
Experience
Skill Sets**

- Demonstrates a Spirit-filled relationship with Christ and exhibits model Christian behavior in both his/her actions and words.
- Prefer a degree in ministry, theology or related experience.
- Ability to process information and make independent judgments.
- Excellent interpersonal skills.
- Ability to prioritize responsibilities and needs of others.
- Ability to work well with others in a team environment.
- Computer literacy (e-mail; MSWord; PowerPoint; webpage editing).

The above position description is intended to describe the general nature and level of work being performed by colleagues assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, qualifications, or working conditions.