

+++ SOUTH WEST BAPTIST CHURCH

Redemptive communities and lifelong followers

Pastoral Role Description – Executive Pastor

Our Vision: *“To be a redemptive community,
sharing the love of Christ in the world, by word, sign and deed;
helping people become lifelong followers of Jesus Christ.”*

ROLE: Executive Pastor

PRIMARY TEAM: Leadership Team

BASE LOCATION: 244 Lyttelton St, Spreydon, Christchurch 8024

REPORTING TO: Senior Pastor

DIRECT REPORTS:

- People Department Manager
- Finance Manager
- Facilities Manager
- IT Administrator

PRINCIPLE PURPOSE & PASTORAL CALL:

The principal purpose of your role is to work as an integral part of the South West Baptist Church team, to spread the good news of the Christian faith according to our vision.

This role is covered by a Pastoral Call Agreement and should be read in the context of that agreement. Areas of functional responsibility are set out below.

As an integral part of the South West Baptist Church, the scope of the role also includes a variety of general ‘team support’ duties, ‘acting’ duties or ‘alternative’ duties as required, where these can reasonably be undertaken according to the competency of the pastor.

ROLE PURPOSE:

1. Maintain overview of whole organisation and ensure effective planning, prioritising, scheduling and allocation of resources to ensure achievement of church vision and objectives in strategic plan; and
2. Lead the Structures Team to serve the Community, Ministry and Gatherings cradles by providing empowering, effective and efficient organisational processes, platforms and policies.

KEY ACCOUNTABILITIES:

1. Serve the Leadership Team (as per Leadership Team Job Description)
2. With Leadership Team, set strategic direction of church
3. Keep Leadership Team accountable to achieve strategic plan and develop measurement of KPIs.
4. Align resources and priorities towards achievement of strategic plan
5. Fulfil responsibilities as outlined in the South West Baptist Church constitution
6. Oversee internal communications (staff and whole church)
7. Oversee appointment of all staff
8. Lead the Structures Team

9. Support Senior Pastor with management with Leadership Team
10. Financial Management
11. Compliance and Reporting

SPECIFIC TASK REQUIREMENTS:

1. Role-model vision, values, policies and procedures
2. Plan and chair all Leadership Team meetings and retreats in conjunction with Senior Pastor to ensure they achieve objectives
3. Implement strategic change to align Structures team activity with the church vision
4. Empower and manage overall performance of the Structures Team
5. Work and Development Plans for Structures Team and Leadership Team
6. Oversee the whole church budget and manage the Structures Team budget
7. Any other reasonable task or responsibility the employee can competently undertake in the spirit of teamwork and utilisation of personal ability

ESSENTIAL CONDITIONS TO UNDERTAKE THIS ROLE:

- A Ministry of Justice Criminal History Check prior to appointment
- Police Vetting to the complete and exclusive satisfaction of SWBC upon appointment and every 2 years thereafter

LIMITS OF AUTHORITY WITHIN AREA OF RESPONSIBILITY:

- Contractual decisions impacting staff employment agreements or pastoral call agreements must be approved in advance by the Senior Pastor and comply with standard People Department processes (i.e. seek advice before employing someone, terminating employment, changing hours of work or pay etc.)
- Budgeted expenditure must be approved in advance by the relevant cost-centre manager.
- Assets purchased over \$500 are to be approved in advance by the Senior Pastor
- Unbudgeted expenditure must be approved in advance by the Senior Pastor
- All credit card expenditure must be communicated in advance to the Finance Manager, unless using a personally allocated card, in which case any expenditure over \$1,000 is to be communicated in advance to the Finance Manager for cashflow reasons
- External (media) communications are to be referred to the Senior Pastor or Elders
- Purchasing or supply contracts are to be approved in advance by the Finance Manager and the Senior Pastor

Signed (Pastor):Dated:

Pastor's Name

Signed on behalf of South West Baptist Church:

Signed (Supervisor):Dated:

Supervisor Name

Signed (Senior Pastor):Dated:

Duane Major