

# Position

Executive Pastor / Administrator Ministry Position (Half-Time)



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## Ministry Name and Address

Summerland Baptist Church, 10318 Elliott Street, PO Box 454, Summerland B.C V0H 1Z0

## General Position Description

We are seeking an Executive Pastor/Administrator with a heart and passion for the local church and a vision to see lives change. You will work with church staff and boards, so must have an ability to work collaboratively in a team environment. We anticipate that you will have spiritual gifts and/or skills in the following areas: Administration, Wisdom, Encouragement and Communication.

## Primary Responsibilities

You will be accountable to the Leadership Board and will work in partnership with the Lead Pastor. You will provide pastoral leadership in the management and administration of the church towards the completion of the church's strategic initiatives.

Responsible for all HR functions

- Develop/maintain Human Resource/Staff manual
- Develop plans for Staff Development/ Training Opportunities
- Manage staff compensation and benefits
- Participate in annual evaluations of staff

Oversee Finance Board and its functions

- Oversee church finances
- Regularly inform church of finances
- Oversee budget and ensure budgets are integrated with mission and strategies

Oversee Operations Board and Administration functions

- Oversee all day to day administration needs and operation of office
- Oversee building maintenance

Develop Congregational Policies

## Qualifications

You possess experience managing human resources and an understanding of the importance of lay leadership. You have a thorough knowledge of accounting practices and procedures and a practical understanding of information technology. You possess a post-secondary degree and/or business experience.

## Hours per Week

20

## **Compensation**

A range: 25-31K (commensurate with experience) plus benefits

## **Additional Information**

We anticipate that this is a growth position.

## **Date Posted**

January 15, 2010

## **For More Information Contact**

info@summerlandbaptist.ca

## **Deadline**

February 25, 2010