

Elkview Baptist Church - Executive/Administrative Pastor

Elkview Baptist Church's mission is to reach the world from Elkview with the gospel of Jesus Christ and to teach believers to love God with all their heart. God has blessed Elkview Baptist Church with a group of believers who love Him and desire to serve Him while manifesting the following core values: Authentic Love, Integrity, Unity, Excellence, and Faithfulness.

Role Summary:

The Executive Pastor assists and reports to the Lead Pastor. The role of an effective Executive Pastor is threefold: serve Jesus, serve the church, and serve the Lead Pastor. The Executive Pastor oversees the church staff and manages the day-to-day operations of the church. He serves the Lead Pastor in a way that humbly complements the Lead Pastor. The Executive Pastor is not a successor or a Lead-Pastor-in-training. He loves second place. He is content and called by God to lead from behind the scenes. This plays out in a number of ways. The Executive Pastor:

- Organizes the church's greatest resource, people. He nurtures people and inspires them to serve Jesus. He aligns people and priorities.
- Has a heart for people and a mind for business.
- Oversees the budget as a steward.
- Is a strategic problem solver who implements the Lead Pastor's vision and does not grow weary with administrative tasks.

Qualifications:

- Bachelor's degree required. Business, Church Administration and Bible preferred.
- Must meet all scriptural pastor/elder qualifications (1 Timothy 3, Titus 1, and 1 Peter 5:1-4).
- Must be willing and able to teach, but pulpit ministry is not his calling.
- Proven ability developing leadership within others, inspiring others to service, overseeing ministries, budgets, and projects, and interacting with ministry leaders. (Experience in a church setting preferred.)
- Able to lead teams of volunteers.
- Organized, self-starter who demonstrates initiative, gentleness, and boldness when addressing complex issues involving people.
- Must possess good interpersonal skills. He is capable of defusing conflict.
- Must be proficient with computers and software.
- Capable of developing marketing content including online and traditional content. Experienced at maintaining a positive and active social media presence.

Hours: Full Time, exempt

Little to no travel (local)

Salary and Benefits commensurate with experience

Please email resume and statement of faith to elkviewbaptist@gmail.com