

JOB DESCRIPTION
Sent Church
March 2024

Position:	Executive Pastor/Director
Classification:	Ministry Staff
Direct Report to:	Lead Pastor
Direct Reports from:	Worship, Discipleship, Connections, Children's, Student Ministry, Business Office, Satellite Campus, Communications and Pre-Schools and Daycares

Summary of Position:

The Executive Pastor (XP) role exists to handle the operational and administrative aspects of Sent Church. The XP will assist the Lead Pastor in shepherding the staff and advocating for the mission, vision, values and strategy of Sent Church. The XP leads strategic planning, human resources, finance, recruitment, and all functional activities to ensure alignment with and accomplishment of Sent Church's mission and vision. The Executive Pastor supervises and partners with the staff to ensure faithful and successful execution of all agreed upon plans.

Core Responsibilities:

- Provide ongoing management and development to direct reports listed above
 - Meet regularly with all ministry and operational leaders
 - Assist the staff with annual goal setting and vision alignment
 - Provide relevant training, mentoring and staff development opportunities
 - Perform annual performance evaluations for staff under your leadership
 - Oversee the annual budget planning process
 - Co-Lead Staff meetings with the Lead Pastor
- Serve as the point person for Human Resources within Sent Church
 - Ensure that the organizational structure aligns with the strategic plan
 - Ensure staff health, organizational health, and progress toward goals
 - Oversee staff exit interviews, ensuring staff is cared for upon departure
- Oversee the Business Office Operations
 - Ensure regular engagement with outsourced accounting firm
 - Evaluate all administrative systems used in the execution of the strategic plan at Sent Church
- Provide feedback and management oversight to the two Preschool and Daycare Directors

Other Staff Responsibilities:

- Attend required staff/creative/team/strategic meetings/events
- Be actively involved in some form of an adult connect or discipleship group.
- Visibly participate in Sent Church services, events, and ministries.
- Maintain personal spiritual disciplines necessary for vibrant spiritual leadership.
- Embody Ministry Practices and Biblical qualifications of church leadership
- Passionately seek to fulfill the vision and values of Sent Church (see Handbook).
- Faithfully model Membership commitments of The Wesleyan Church (see Handbook).

Basic Job Requirements:

- Ordination. If not ordained as a Wesleyan, a willingness to pursue ordination in The Wesleyan Church.
- Strong background in staff development.
- Proven expertise in leadership development.
- Demonstrated experience in financial oversight.
- Preferred experience in a multicampus setting
- Education & Experience
 - A bachelor's degree is required, and a master's degree is preferred.
 - 5+ years of relevant ministry and leadership experience

To apply, email your resume to Executive Assistant Gina Williams at gwilliams@sentchurch.cc