

# **Administrative Pastor**

## **High Level Goals of the Administrative Pastor:**

The administrative pastor's goals are to strategize and execute effective communication of Grace Church's mission and values to the church body, manage the efficiency and effectiveness of relations and operations of Grace Church/Kids Express Preschool, and stewarding the facility and physical resources of the church.

## **Responsibilities:**

- Strategizing, organizing, and executing communication of Grace's mission to the church body with creativity, missional purpose, and clarity.
- Facilitating and maintaining harmonious relationships and unified mission between all staff personnel and ministries, implementing and managing administrative systems for daily operations.
- Stewarding the facility of Grace Church, including organizing the basic upkeep and repair needs and providing vision to improve and advance our physical resources.
- Providing pastoral care to members of Grace Church as a member of the elder team through occasional visitation, counseling, and teaching/preaching.

## **Skills Needed:**

- Administrative gifts of organization and communication.
- Team builder, team-player and encourager.
- Tactfulness in addressing conflict and imparting corrective criticism.
- Ability to proactively identify inefficiencies in organizational systems and improve them.
- A people-person who rallies the church body around ministry opportunities.
- Impeccable grammar and communication skills, both verbal and written.
- Detail oriented.
- Ability to identify and promote the best priorities of the church in every season of ministry.
- Creativity

- Strong delegation skills

**Expectations:**

- This is primarily an administrative position. While this position is pastoral, it will not entail much teaching and preaching. The primary responsibility will be to provide pastoral oversight to the administration of the church.
- This position requires pastoral gifts and skills, including robust biblical and theological knowledge, a shepherd's heart, and ability to impart biblical counsel to others.
- The person hired for this position will need to complete the elder training material of our church before being a voting member on the elder team. However, the person hired will immediately be involved in elder team meetings as a non-voting member.
- The person hired will be expected to have a strong work ethic with passion, commitment, and joy in their disposition towards their ministry. They should constantly be striving to improve themselves, their ministry skills, and Grace Church's ministry.
- This position would require many evening meetings, including chairing the Kids Express Preschool board meetings (once a month), being the pastoral advisor at deacon team meetings (once a month), and elder team meetings (once a month). This pastor would be highly encouraged to participate in Wednesday night ministries to shepherd and build relationships with the members present. The work week would be Tuesday-Friday and Sunday.

**Salary & Benefits:** Salary will be determined based on appropriate wages for associate pastoral positions for a church in our size and location, as well as years of experience and background. Benefits include vacation time, personal days, retirement, and health insurance.

**To Apply:**

- Submit a cover letter containing a half-page personal Christian testimony and resume to [search@gracewv.org](mailto:search@gracewv.org). Resume and cover letter should include:
  - Statement of agreement to the Charis Commitment to Common Identity
  - Three references
  - Legal background clearances