

POSITION DESCRIPTION

The Executive Pastor at Santa Barbara Community Church is a key leadership position, serving as a vital member of SBCC's Senior Leadership Team (alongside Lead Pastors) in fulfilling the church's mission and vision, primarily focusing on equipping staff for vision implementation. This ideal candidate will be a man or woman who can provide strategic oversight, communication between groups, administrative leadership, and pastoral care to the staff. Working in partnership with the Lead Pastors, the Executive Pastor will cultivate and develop systems, structures and relationships that lead to alignment across all areas of the SBCC organization consistent with the leadership culture and values of SBCC. The Executive Pastor will be a dynamic man or woman with a passion for fostering spiritual growth, organizational health, and operational excellence within SBCC.

QUALIFICATIONS

Character

- A person of integrity
- A deep commitment to the Christian faith and a life reflective of biblical principles for eldership (Titus 1:7-9; 1 Timothy 3; 1 Peter 5:2)
- A pastoral heart for people

Leadership

- Complete alignment and agreement with SBCC vision, statement of faith, and commitment to a collaborative leadership culture
- Experience leading teams toward shared mission, vision, and core values
- Experience building a positive team culture characterized by trust for each other and a sense of belonging
- Strong organizational and management skills
- Demonstrated ability to translate high level mission and vision concepts into strategic execution plans
- Experience translating and communicating among groups within an organization

Emotional Intelligence

- Highly relational leadership style, with keen sensitivity to interpersonal and ministry dynamics, and a demonstrated commitment to facilitating relational health and growth
- Approachable, a great listener, able to maintain the confidentiality needed in pastoral ministry
- Able to balance the need to lead, collaborate, and build great teams
- Exceptional communication skills in writing, speaking and strategy work

Work Experiences

- BA or BS degree (or higher) with education and learning in the areas of pastoral ministry, business administration, and/or leadership
- Preferred minimum of 5 years of executive level leadership experiences
- Previous leadership experience in a multi-staff local church or organizational setting
- Previous experience in human resources including recruitment, evaluation, staff development
- Previous experience with finance, facilities, and contracts
- Highly skilled with technology and an aptitude to learn new software and platforms as needed

RESPONSIBILITIES

Leadership

- Collaborate with Lead Pastors to provide spiritual leadership and organizational culture development and alignment around the mission, vision, and values for SBCC
- Develop and implement systems and structures that cultivate collaboration, trust, teamwork, and alignment among staff
- Provide direct supervision of Leadership Team level staff members (Pastor of Homegroups, Pastor of Women and Congregational Care, Pastor to Students and Families, Pastor to Children and Families, Pastor of Worship, Pastor of Local and Global Engagement) for purposes of vision implementation
- Provide oversight of church operations
- Actively participate in Elder meetings and serve as an essential bridge of communication between the staff and elders

Human Resources

- Oversee the human resources tasks of the church including recruitment, onboarding, professional development, and evaluation process
- Develop, document and ensure adherence to SBCC policies and procedures as well as mandated training
- Manage health benefits, vacation/time-off, retirement planning, and other employment benefits

Finance and Business Functions

- Oversee the day-to-day financial operations of the church – payroll, banking systems, and cash flow
- Oversee systems such as bookkeeping, accounting, insurance, employee expense payments
- Maintain and build systems to ensure compliance with policies and procedures regarding money, reimbursements, and auditing standards
- Collaborate with the Finance Committee to oversee financial functions, including budget planning, cash flow management, and banking
- Contribute to the development of the annual budget for presentation to and approval by the Elders and SBCC members

Facilities

- Provide leadership in the oversight of the church's buildings and grounds
- Work with Building & Grounds team and Church Administrator to ensure the maintenance, safety, and security of the church facilities
- Oversee all property and liability insurance related matters
- Collaborate with contractors and vendors for repairs and improvements

Accountable to: Lead Pastors

HOURS AND SALARY

40 hours/week
\$80,000-105,000, depending on experience

FOR MORE INFORMATION

If interested in applying please submit resume and cover letter to hr@sbcommunity.org.