

Executive Pastor/Director
Paradise Alliance Church, Job Description

Our Mission at PAC is:
Helping Every Person Find and Follow Jesus.

Purpose:

To help people find and follow Jesus through leading, guiding, and supporting the staff at Paradise Alliance Church. Work with key church leaders to successfully administer the practical details of fulfilling our church's mission through our current ministries.

Qualifications:

1. The character traits of 1 Timothy 3 and Titus 1 are evident in your life.
2. You have found Jesus, and He is your Savior and Lord. You are currently on the journey of following Jesus daily in your actions and decisions.
3. You have the gifts and ability to guide staff, leaders, and volunteers in their faith journey.
4. You are a person who is in step with the Holy Spirit and is aligned with our church's direction.
5. 3-5 years of experience in a leadership role similar to the role described below.
6. A college degree is preferred, but a high school degree is required.
7. A self-starter who takes initiative in the overall direction of the church.

Responsibilities:

1. Supporting the mission, vision, values, and process of Paradise Alliance Church.
2. Personally, upholding and reminding our leadership teams of its pledges and staff values.
3. Oversee all staff through direct and indirect reports.
4. Responsible for staff morale and staff culture.
5. Adequately convey and implement vision and direction to the staff from the elders and lead pastor.
6. Appropriately convey relevant information from the staff to elders and the lead pastor.
7. Create solutions for staff members who are struggling with challenges in their areas of ministry.
8. Meet regularly with staff and the lead pastor for the purpose of directional alignment and individual support.
9. Lead and encourage the staff to be successful in their individual ministry areas.
10. Plan & facilitate weekly staff meetings, leadership retreats, and leadership gatherings.
11. Fulfill executive administrative requests from the elders or the lead pastor.
12. Available for spiritual guidance and meeting with congregants as needed.
13. Maximize our process of quarterly goals, reports, and weekly deliverables.
14. Produce weekly deliverables and monthly updates and fulfill agreed-upon quarterly goals.
15. The ability to preach on a Sunday morning.
16. Ability and willingness to be flexible and collaborative with the needs of the church and community by performing other duties as needed or assigned.

Reports to the Lead Pastor