



Village Church

FOLLOWING JESUS FOR LIFE

Executive Associate Pastor Position Profile

Village Community Presbyterian Church

Executive Associate Pastor

Key Objectives of the Position:

1. Provide spiritual guidance, counsel, and leadership that reflects a commitment to Christ, the church's mission, and the teachings of the Christian faith in the Reformed Tradition.
2. Provide a leadership model that reflects the mission, vision, and core values of the Village Church.
3. Provide operations planning and implementation leadership to ensure the Village Church's Strategic Vision is successfully executed.
4. Lead the evolution and collaboration of church ministries through the supervision of the Church Ministry Directors.
5. Provide pastoral support and care for the congregation and staff.
6. Contribute to worship and Christian formation opportunities for the entire congregation.
7. Bring innovation and a keen understanding of the challenges and opportunities for the 21st-century society, church, congregations, workplaces, and church staff.

Reports to: Senior Pastor (Head of Staff)

Key Roles & Responsibilities:

1. Director Supervision and Responsibilities
 - a. Provide a consistent central point of contact/supervision for the Church Ministry Directors.
 - b. Facilitate cross-commission communication and cooperation
 - c. Encourage and be a resource to the Church Ministry Directors' planning and activities to create cohesion/continuity across the organization
 - d. Implement Church Ministry Director skills and personnel management training
 - e. Reinforce the Church Ministry Director's authorities, responsibilities and accountabilities
 - f. Mentor and coach the Church Ministry Directors in leadership and ministry skills
 - g. In collaboration with the Personnel Committee, facilitate annual reviews of the Church Directors and a yearly assessment of their goals and objectives
2. Personnel Committee
 - a. Key member of the Personnel Committee and serves as an elemental resource to the committee
 - b. Resolve church inter-staff conflicts and issues
3. Deacon Board
 - a. Act as staff resource for the Board of Deacons
 - b. Provide theological and practical training for the Sacraments
 - c. Provide theological and practical training in the area of pastoral care
 - d. Work collaboratively with the Deacons to initiate programs and ministries that provide spiritual and wellness care for the congregation.
4. Facilitate the Director's responsibility for all church ministries through supervision, mentorship, and providing resources.
5. Provide Biblical teaching in the worship service and in a classroom setting when appropriate.
6. Preach and lead in worship, bringing God's word through the Holy Scripture.
7. Provide Spiritual Guidance to the congregation.

8. Provide Congregational Care:
 - a. Officiating at Weddings, Memorials & Baptisms
 - b. Visitation
 - c. Counseling
 - d. Guide the work of the Deacons

9. The Executive Associate Pastor serves as a resource to:
 - a. Worship Commission
 - b. Adult Ministries Commission
 - c. Family Ministries Commission
 - d. Media & Online Ministries Commission
 - e. Missions Commission
 - f. Support Commission
 - g. Personnel Committee
 - h. Deacon Board

10. Supervises, Supports and Mentors:
 - a. Director of Worship Ministries
 - b. Director of Adult Ministries
 - c. Director of Youth Ministries
 - d. Director of Children's Ministries
 - e. Director of Pre-School
 - f. Director of Media & Online Ministries
 - g. Director of Missions

11. Work closely and collaboratively with the Senior Pastor and the Executive Administrator. This collaboration creates a robust three-legged stool of wisdom, competency, and giftedness.