



Church and Job Summary

Executive Pastor

A bit about us:

The mission of Cedar Hills is **for every person in our community to experience full life in Jesus Christ**. Balancing a strong commitment to the Scriptures with a reckless commitment to be a loving and accepting community, Cedar Hills is a thriving and outward focused church located in Sandpoint, Idaho. Started 17 years ago in the living room of our founding pastors, Eric and Nicole Rust, Cedar Hills now averages around 700 in gatherings each week. Our Values are our DNA. Check them out at <http://www.cedarhillchurch.com/about-us/values/>.

Why live here:

Located in the northern part of Idaho, Sandpoint is nestled amongst three mountain ranges, on the shores of magnificent Lake Pend Oreille (*Idaho's largest*) and at the foot of Schweitzer Mountain Ski Resort (*Idaho's biggest*). Sandpoint is an outdoor enthusiast's paradise with a wealth of activities that its lake, streams, trails and mountains provide. With a vibrant arts community and an authentic small-town vibe, the local feel is one-of-a-kind, earning Sandpoint the title of one of the "*most beautiful towns in America.*" To learn more visit <http://www.visitsandpoint.com>.

The right hire:

We're looking to add a relationally centric person with near instinctual people prowess, who is equally gifted in designing compelling talks and delivering them to both small and large audiences. As Executive Pastor it's also important to be operations, process and systems oriented. Administration and teaching spiritual gifts would be a great blend. We're serious about growth for God and expanding our footprint. We're not-so-serious to be around all the time. The successful candidate will match our high energy, drive, and "let's get it done" approach. This would be a great position for someone who enjoys collaborating with a broad mix of teammates and finds meaning in executing a big vision, on behalf of the Lead Pastor and church. If this sounds like you, or you're interested in learning more, contact Alana at alana@cedarhillchurch.com.

Executive Pastor



Position:	Executive Pastor	Classification:	Exempt
Designation:	Executive Team	Category:	Full Time 40+/weekly
Location:	Main Campus	Travel Required:	Infrequent
Reports To:	Lead Pastor	Date:	6/1/2018

Job Description

POSITION SUMMARY

The Executive Pastor supports the mission and vision of Cedar Hills Church by providing operations and systems excellence for the entire organization and managing the church’s administrative teams.

Two primary targets are:

- **As a Leader:** The Executive Pastor is responsible for developing, implementing, and optimizing an effective organizational environment and culture. This includes best practices for systems, processes, and administration and supporting the work of every person in our community experiencing full life in Jesus Christ.
- **As a Team Member:** The Executive Pastor has the opportunity and responsibility to lead and interface with many teams within the church including the staff team, the church board, the administrative team, and other system teams to accomplish church-wide objectives and goals.

ROLE AND RESPONSIBILITIES

1. **Provide effective administration for Cedar Hills Church (65%)**
 - *Administrative Leadership* - Directly lead and manage administrative and finance team members as well as sub-contractors.
 - *Volunteer Leadership* - Recruit, develop and sustain volunteer leaders and teams to create, implement and optimize church-wide administrative systems.
 - *Financial Administration*
 - Oversee and lead the church’s financial operations, working closely with the church board.
 - Create processes for ongoing assessment/continuous improvement of financial management.
 - Lead the budgeting, accounting, and compensations processes.
 - *Asset Management*
 - Oversee all facility needs, including master planning, property acquisition, repairs/maintenance, and effective facility use.
 - Oversee all asset acquisition, maintenance and utilization.
 - *Marketing & Communication* - Develop, implement and optimize all marketing and communication processes.
 - *Information Management* - Develop, implement and optimize all information management systems, including management of the IT systems.
 - *Planning*
 - Develop, implement and optimize an organizational planning system.
 - Partner with the Lead Pastor to implement long range and strategic planning processes for the organization.
 - Participate in the ongoing development of vision and strategic planning for each ministry’s growth.

Executive Pastor



- *Quality* - Develop, implement and optimize a quality management system.
 - *Organizational Development/HR* - Oversee the organizational development and human resources systems.
 - *Corporate & Legal* - Oversee the corporate and legal systems.
- 2. Participate on the Teaching Team (25%)**
- Collaborate with Lead Pastor and Programming Teams to develop biblical, creative, and engaging content for weekend gatherings, individual talk series, and the annual talk plan.
 - Preach in weekend gatherings as scheduled by the Lead Pastor.
 - Participate in weekend gatherings and other special gatherings as needed.
- 3. Fulfill staff functions as needed, based upon requirements and spiritual gifts (10%)**
- Actively participate in weekly staff meetings as needed, ensuring that no ministry silos are allowed at Cedar Hills.
 - Add value to other Cedar Hills ministries and leaders, making yourself available for the training and mentoring of staff and other leaders.
 - Find ways to use your spiritual gifts in a way that brings personal fulfillment and blesses others.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Leader – the ability to positively influence people throughout the organization to improve the effectiveness, efficiency, and sustainability of the ministries we deliver.
- Maximizer – takes good systems and make them into great systems. They know their organizational contributions will bring about group excellence. Their work is rewarding because it maximizes others’ productivity.
- Relational - values relationships and interacts with people sincerely and effectively.
- Process Oriented - experience managing and improving processes in order to ensure sustainability.
- Arranger – can organize, but they also have a flexibility that complements this ability. They like to figure out how all the pieces and resources can be arranged for maximum productivity.
- Initiative – self-starter who recognizes needs and gaps, then works independently to address them.
- Proven ability to manage multiple projects and timelines with composure.
- Communicator – an effective communicator who speaks, writes, and listens well.
- Passionate – about our vision, about loving Jesus and others, and seeing a community grow that teaches others to do the same.
- Disciplined – appreciates routine and structure. Their world is best described by the order they create.
- Experience promoting collaboration and shared learning.
- Applied knowledge of group dynamics and collaborative decision-making.
- Bachelor’s degree or equivalent experience
- Experience with MAC OS and Microsoft Office preferred.

Approved By:	Name	Date:	Date
Last Updated By:	Name	Date:	Date:

I acknowledge receipt of this job description and agree to abide by the terms described within.

Employee Signature: _____ Date: _____