

THE NATIONAL PRESBYTERIAN CHURCH

EXECUTIVE PASTOR (Stated Supply)/CHURCH ADMINISTRATIVE OFFICER

POSITION DESCRIPTION

The Executive Pastor is the Chief Administrative Officer of the Church.

This position is a full-time, exempt, position accountable to the Session and reporting directly to and supervised by the Senior Pastor the

- Overall Responsibility : to facilitate and ensure the implementation of the vision of the Session in conjunction with the Senior Pastor/Head of Staff as represented in the 2014 NPC Strategic Plan.
- Internal Focus:
 - a. Oversee the coordination of all ministries, programs, and support functions to ensure they are appropriately aligned and working effectively together in support of the vision of the Session and the Senior Pastor.
 - b. Participate in preaching, worship leadership, pastoral care, and other pastoral duties as time permits, at the direction of the Senior Pastor
- External Focus:
 - a. Neighboring and Related organizations: act as primary staff liaison and representative of the Senior Pastor
 - b. Presbytery: Participate as a member National Capital Presbytery
- Hours: The general work week for this position is Sunday (usually 7:30 a.m.-1:30 p.m.) through Thursday with four to six monthly evening meetings and occasional Fridays or Saturdays (when there are special weekend events).

ESSENTIAL FUNCTIONS

Pastoral Role

1. Good congregational administration is understood as the exercise of Christian love in a corporate context. The administrative work of the Executive Pastor is always exercised in the context of pastoral call, care and gifts.
2. While specific pastoral duties such as preaching, worship leadership and pastoral care will arise naturally from time to time, the primary responsibilities are administrative.

Overall Management

1. Risk Management/Compliance/Legal: Supervise and support administrative activities relating to compliance with applicable legal requirements pertaining to the Church as a 501(c)(3) corporation (timely payment of real property taxes and annual reports filed with DC Government), insurance, etc.
2. Operational Readiness: Ensure the operational readiness of the church through leadership and oversight of support staff performing duties in administration, finance, human resources, operations, and facilities management.
3. Strategic Analysis:
 - a. Outcomes: Oversee the development of key ministry outcomes that provide the Senior Pastor, Session, and staff with ongoing visibility of the effectiveness of all functional areas within the church.
 - b. Goals, Objectives, Phasing: Ongoing review with Senior Pastor of the mission, vision, and core values of the church; development of appropriate key goals and objectives; and identification of the phasing of goals and objectives that implement the strategic plan over the next three to five years.
4. Ministry Planning and Evaluation: Support the Senior Pastor in the accomplishment of the church's mission through
 - a. Personnel Evaluation: periodic evaluation of ministry personnel effectiveness, discernment, decision-making, planning, and overall direction of the church staff.
 - b. Program Implementation and Evaluation: Facilitating the annual and ongoing planning process that includes periodic evaluation of ministry programs; identification and resolution of potential scheduling and resource conflicts;
5. Ministry Staff Leadership: Lead the ministry staff in the establishment and ongoing direction of ministries that carry the vision of the church's current or future strategic plans.
6. Finances:
 - a. Support the Senior Pastor and the Session in developing annual financial plans that provide resources to implement the strategic plan while meeting critical financial requirements and constraints.

- b. Ensure that staffing is in place that keeps accurate accounts and is able to understand and communicate with high effectiveness the financial status and needs of the church to both staff and members.
- 7. **Facilities:**
 - a. Ensure the Facilities are functioning at their fullest capacity to facilitate the ministries of the church
 - b. Support the Senior Pastor in overseeing the development and implementation of a long-term facilities master plan, followed by any associated capital and building campaigns.
- 8. **Representation:** Represent the Senior Pastor at events and meetings as appropriate in the absence of the Senior Pastor.
- 9. **Other Duties:** Direct and complete tasks and manage projects as may arise from time to time.

Ministry Support Management

- 3. OPERATIONS.
 - a. **Staff Supervision:** Supervise and support the Operations Manager and Team to ensure that church offices (including reception), food service, media, custodial services, audio-visual systems, and related activities operate effectively and in a manner characterized by professionalism, integrity, and efficiency.
 - b. **Risk Management:** Ensure that reasonable measures are in place to protect the safety and security of Church congregants, staff, tenants (including National Presbyterian School staff and students), and visitors, while supporting the mission of the church.
 - c. Training: Develop a staff culture of, and facilitate work-related training
- 4. FACILITIES.
 - a. Supervise and support the Facilities Manager and Team to ensure timely maintenance of church facilities, buildings and grounds; planning for the replacement of equipment as needed;
 - b. selection and supervision of competent contractors;
 - c. the reasonable physical security of campus facilities;
 - d. readiness to respond appropriately to weather-related events and make campus access determinations in partnership with National Presbyterian School.
 - e. Collaborate with the Facilities Council on all matters related to the areas under the purview of the Council.
- 5. FINANCE.
 - a. Supervise and support the Finance Manager and Team to ensure the development of
 - i. the annual budget,
 - ii. appropriate systems for tracking financial information,
 - iii. procedures for assuring the integrity of financial systems and prudent financial management, as well as compliance with budget limitations.
 - b. Review the Church's business practices in all areas, to promote improvements, consistent with integrity, efficiency, and applicable budget limitations.
 - c. Collaborate with the Finance Council on all matters related to the operating budget, special projects, capital budget, and other financial functions.
- 6. PERSONNEL.
 - a. Manage and support the EP/CAO Administrative Assistant especially in matters related to human resources,
 - i. ensuring that personnel records are maintained according to applicable laws.
 - ii. Ensure that staff structure, assignment of responsibilities, evaluations, and hiring and termination of staff are accomplished appropriately under the direction of the Senior Pastor/Head of Staff and the Personnel Council.
 - b. Collaborate with the Personnel Council on all matters related to the areas under the purview of the Council.
- 7. COMMUNICATIONS. With Senior Pastor, support the Communications Manager to ensure that accurate information about church programs and activities is communicated efficiently, effectively, and in a timely manner.
- 8. INFORMATION TECHNOLOGY.
 - a. Supervise and support the Systems Administrator and COO—A/V manager to ensure that the church systems, including computers, telephone, audio/visual and related equipment, comply with current business technology and meet church needs.

- b. These include systems for tracking financial information, personnel, contracting, and other business purposes.

Relationships

1. Senior Pastor: Consistently aligns work effort with that of the Senior Pastor/Head of Staff; provides written and verbal reports on a regular basis as determined by the Senior Pastor.
2. Staff: Maintain a close working relationship with all staff, including Pastors, Program Staff, Administrative Assistants and other support staff.
3. Committees, Councils, Teams, etc. Under the direction of the Senior Pastor, work collaboratively with the Session, Facilities Council, Finance Council, Personnel Council, Strategic Plan Implementation Assistance Team, Facilities Master Planning Team, and other appropriate groups in the church.
4. Neighbors: Develop and maintain essential collaborative relationships with neighboring and related organizations, including National Presbyterian School, NBC/WRC4, Homeland Security, American University, Georgetown Health, the Presbyterian Council for Chaplains and Military Personnel, Meals on Wheels, Boy Scout Troop, and other organizations that may from time to time be tenants or neighbors of the National Presbyterian Church campus.

CORE COMPETENCIES

To fulfill these responsibilities, the Executive Pastor must be

1. Comfortable with the critical role of support to the senior pastor.
2. Proactive, practical problem solver, well organized, able to adjust to fast-changing situations with a can-do spirit.
3. Relational, good sense of humor

MINIMUM QUALIFICATIONS/CORE COMPETENCIES

This position requires a person with mature personal relationship with Jesus Christ and a commitment to the mission of the church, have at least 10 to 15 years of experience as a senior leader in ministry. In addition, this position requires someone with the demonstrated professional experience and ability:

1. To serve with and lead multiple pastors and staff.
2. To work proactively, independently, and with minimal supervision.
3. To work creatively, cooperatively, collegially, and confidentially with staff, parishioners, volunteers, and the general public.
4. To lead, supervise and evaluate others.
5. To mitigate and resolve organizational and relational problems through exercising sound judgment, managing multiple tasks simultaneously, meeting appropriate deadlines, and delegating with appropriate supervision and accountability.
6. To use strong communications skills and sufficient computer competency to prepare written products and use the Church's database software programs with minimal assistance.
7. To pass appropriate background screening checks to the Church's satisfaction.
8. To affirm NPC's "Biblical Standards for Leadership"

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Strong communication skills in English, including listening, writing, and oral communication.
2. Frequently required to climb stairs, reach with hands and arms and stoop, kneel, or crouch.
3. The employee is occasionally required to carry documents or items from one building to another on the church campus.
4. The employee must frequently lift and/or move up to 10-15 pounds.