

Job Description

PRIMARY TASKS

MISSION STATEMENT ROLE MODEL

Live life in such a way as to reflect the HCC Mission Statement.

- Glorify God and actively pursue enjoyment of Him – including a posture of dependence and a vibrant prayer life.
- Be actively involved in intentional discipleship relationships and/or small group
- Be actively involved in journeying relationally with non-churched people, seeking opportunities to show God's love and share the good news of Jesus Christ.

EXECUTIVE PASTOR TASKS

Strategic Leadership /Elder and E-Team administration

- In collaboration with E-Team (Staff Elders) and Elders, provide leadership and planning in developing, implementing and reviewing strategies on moving HCC towards fulfilling its mission – to glorify God, make disciples of Jesus Christ, and bring hope to the world.
- In collaboration with the Elders and E-Team, ensure the Elder Group, E-Team, and Ministry Leadership Teams (MLTs) are on task with issues appropriate to each group (according to the Governance Charter) and ensure that these groups follow through on tasks.
- In this current season, this means (among other things):
 - Attend Elders meetings
 - Provide leadership for some agenda items – particularly those related to achieving HCC's Mission.
 - E-Team Secretarial duties
 - Various administrative tasks emerging from E-Team and Elder meetings
 - Infrastructure/MLT Manager
 - Ensuring good communication up and down and across HCC infrastructure
 - Direct involvement in some MLTs and tasks that emerge from these
 - Leading review and improvement processes for MLT structure.

Staff Management

The Executive Pastor is more staff focussed than congregation focussed, thus allowing other senior leaders to be more congregation focussed.

- Manage and pastorally care for staff and some key volunteer ministry leaders
- In collaboration with the E-Team:
 - Develop and maintain a God-centred, positive, disciple making culture that moves staff towards HCC Mission Statement and HCC Core Values.
 - Provide leadership of staff meetings/retreats etc
- Supervise staff, ensuring every staff member is being appropriately supervised and developed.
 - Supervision of most non-senior staff members
 - Developing a sense of team
 - Staff/key ministry leaders and their ministries thriving.
 - This includes observation and feedback of leaders and ministries
- Employment responsibilities, such as overseeing the process of hiring; staff supervision systems; performance reviews; professional development
- Employment administration
 - Write Employment Agreements and negotiate terms with employees in consultation with E Team
 - Ensure Employment Agreements are signed before employment begins and file agreements
 - Answer any employee queries regarding their remuneration packages

Senior Administration Tasks

- Oversee and supervise the Operations Manager in his/her role of financial, facility, health and safety, and office administration.
- Complete any senior level administrative tasks, such as:
 - Formulating annual budget
 - Liaise with Senior Pastor about any business management issues of particular concern
 - Manage relationship with bank manager and negotiate financial arrangements.
 - Present high level financial reporting to E-Team and Elders
 - Liaise and negotiate any high level contractual arrangements
 - Review legal arrangements and lead process of change where required (e.g. Hope Community Centre Trust business and personnel changes).

DISCIPLESHIP PASTOR TASKS

Develop a relational disciple-making culture

- Role-model relational disciple-making through being involved in disciple-making relationships and/or being part of a small, close-knit, Christ-centred community of love.
- Lead the process of shifting paradigms away from 'event/attend models' of discipleship to 'belonging/my people models' of disciple-making.
- Raise the profile of intentional disciple-making relationships and small groups (small, close-knit Christ-centred communities of love on mission together)
- Identify, coach, and provide ongoing support to intentional disciple-makers and small group leaders
- Build the value of family-friendly small groups and equip and empower leaders of these groups.
- Small group administration, such as plugging people into groups, small group database etc.

OTHER TASKS

Other HCC tasks

- Participate in general church activity and life as well as serving other ministries when appropriate.

Local Churches:

- Build relationships with and seek to bless other local churches
- Work with other churches to foster and encourage kingdom ministry.

ACCOUNTABILITY

- To Elders and E-Team
- Supervision with an Elder