



Oconee Fellowship
PO Box 832 Watkinsville, GA 30677
<https://www.oconee fellowship.org/>

Contact:
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POSITION PURPOSE: The Executive Pastor leads, encourages and facilitates the ministries of Oconee Fellowship Church (OFC).

POSITION HELD BY: New

SUPERVISES: Administrative, Program, and Ministry Team Leaders

DIRECT REPORT: Senior Pastor

Elevator speech of Job Description:

The Executive Pastor is called to implement the Mission & Vision of OFC. Responsible for taking the strategic directives of the Session and making them a thriving reality. In addition to this, his primary role of service is to serve the Senior Pastor, while also responsible to coach, develop and shepherd all the ministry team leaders who embody the vision/mission of OFC.

Shared Team Pathway Objectives:

As a team, as individuals within a team, in your area of specialty, and in collaboration with the staff team as a whole—build easily and at-all-times-accessible on-ramps for both long-time and new OFC members/ attendees, as follows:

Worship...

1. Contribute to increased traffic of non-churched Oconee residents (chiefly non-Christians, de-churched people, and new residents) into OFC corporate worship services.
2. Shepherd OFC members and attendees to increase the frequency of their Sunday worship attendance and engagement.
3. Contribute to increased engagement of members and regular attendees in private worship involving near-daily Bible reading and prayer.

Connect...

Contribute to increased numbers and percentages of members/regular attendees who are meaningfully engaged (connecting at least 2.5x per month) in a smaller community within the church. Involvement in Small Groups, Discipleship, and OFC Ministry Teams are to be especially emphasized.



Serve...

1. Contribute to the increase of regular member/attendee involvement and volunteerism in the church, especially on Sunday mornings and within your ministry area—thereby strengthening OFC as a “staff led, volunteer run” church.
2. Help all members/attendees under your influence to engage meaningfully and enthusiastically in community outreach initiatives and service, etc.
3. Through regular pursuit, recruiting, and equipping, contribute to the continual growth of OFC’s volunteer servant pool—always aiming to “turn strangers into friends, friends into family, and family into empowered servants and leaders.”

POSITION OUTCOMES/EXPECTATIONS:

Leadership:

- I. Manage and cultivate a close, synergistic relationship with the Senior Pastor
- II. Lead the staff in all areas of operation and ministry, in tandem with the vision of the church. As a team, as individuals within a team, in their area of specialty, and in collaboration with the staff team as a whole—build easily and at-all-times accessible on-ramps for both long-time and new OFC members/attendees, in the three areas of: Worship, Connect, and Serve
- III. Partner with the Senior Pastor and Elders in implementing and executing on the mission, vision, and values of the church, including but not limited to Sunday Worship that is hospitable and intelligible, Communities who are united around life together and common service and witness in Oconee and the world.
- IV. Ensure that all generations in the OFC body are cared for. Understand the needs and nuances of ministries for the next generation of Oconee.
- V. Lead and support the Communications team in providing excellence of service in all Sunday Worship and ministry media and communications both internal to and external of OFC.
- VI. Partner with the Chairman of the Diaconate to lead and cultivate an ordained leadership body in partnering with the Session and Staff in the implementation of our OFC vision and mission.
- VII. Lead and support the Operations Ministry leadership in providing excellence of service in support of OFC in all operations including Finance, Personnel, Facilities and Campus management.
- VIII. Create environment of collaboration and continuity between the various Ministry Teams and OFC staff. Develop a staff culture of excellence, cultivating an esprit-de-corps and unity within the team, through excellence in leadership principles, including coaching, recognition, professional development as well as compensation and benefits.

Preaching/Teaching/Liturgy:

- I. Prepare and deliver sermons on average once per month
- II. Prepare and implement weekly Sunday School lessons
 - Train, meet with, give feedback to Sunday School teachers
 - Train, meet with, give feedback to Community Group leaders
- III. Prepare and lead through weekly liturgies.
- IV. Facilitate the Lord’s Supper on weekly basis (except last Sunday of month)



Administrative:

- I. Lead and interact daily with Senior Ministry Staff and lead all monthly Ministry team meetings.
 - II. Lead and develop a yearly Budget while establishing a process for oversight of all income and expenses. Ensuring excellence in financial management and controls while passing annual independent financial audits.
 - III. Lead planning and coordination of technology, website, volunteer, and visitor database, etc.
 - IV. Serve as an active advisor to the Senior Pastor and Session in their oversight of all areas related to people and finances. Lead the process for leadership and ordained officer identification and training. Create Leadership Material (C3 Leadership Development, 5 Phases: written and video)
 - V. Support and provide direction to the Mission committee of the Session
 - VI. Coach and develop direct reports on overall personal career development as well as encourage and ensure career development of those on their staff
 - VII. Chair and/or co-Chair weekly Senior and Pastoral Staff meetings, Directors' meetings, and monthly all staff & off-site strategy meetings.
 - VIII. Advise and assist senior Ministry staff and Session in the development of new OFC ministries
 - IX. Aid the growth of existing ministries through training, administrative support, and information regarding best practices in other churches
 - X. Ensure the staff are meeting or exceeding individual and departmental goals; including improvement or replacement strategies if needed. Additionally, that proper processes and controls are in place for both Safety and Security of those entrusted to us in ministry
 - XI. As much as possible, know, shepherd, and lead the flock of OFC, while prioritizing OFC ordained leadership and staff
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QUALIFICATIONS AND REQUIREMENTS:

Education

- A bachelor's degree required
- A MDiv seminary degree required, ordained or ordainable in the PCA

Experience and Skills

- Has a minimum of 7 - 10 years' experience in administration, management, and leadership.
- Expertise in change management and team building.
- Ability to collaborate and lead within multiple governance and stakeholder groups
- Can develop team leadership, effectively supervising a multi-staff with specifically assigned roles.
- Possesses strong process skills.
- Possesses strong communications skills, preferably extremely extroverted
- Tenacious, self-starter.



- Ability to connect with and build consensus with a diverse range of people groups.
- Analytical ability to align budget of the church with the mission and vision of the church

Requirements

- All employees must commit to performing their duties in accordance with the stated mission and purpose of the church, OFC Policies and Procedures Manual, and the Westminster Confession of Faith. All employees must be evangelical Christians and active members of OFC.
- Evidence a shepherd's heart with a vision and love for redeeming the lost.
- A maturing shepherd of the flock, who loves the Church and her people, he must be committed to the gathering and perfecting of the saints.
- Agreement with the OFC staff covenant.
- Highly relational, outgoing personality.

All the above duties and responsibilities are essential job functions for which reasonable accommodation will be made. All job requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the job proficiently. The position description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Employees may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.
