Ridgewood Church

**Job Description**

**Executive Pastor**

**Job Title:** Executive Pastor

**Job Status:** Full-Time

**Direct Reporting To:** Lead Pastor

**General Job Description:** The Executive Pastor oversees the general administration of Ridgewood Church while assisting the Lead Pastor in long-term planning, his leadership of Staff, and implementation of strategic goals in order to *Make Jesus Known Through Community Impact*.

**Key Traits:**

* Extreme Ownership
* High Follow-Through
* Implementor
* Systems Builder
* Values People and Tasks

The Executive Pastor creates momentum through teams that work together toward the vision of the church, within the following areas:

**Oversight and Planning**Supports the Lead Pastor in the accomplishment of the church’s mission through ministry and operational effectiveness, evaluations, discernment, decision making, and long-range planning.

* Ensures the operational readiness of the church through leadership and oversight of the support staff, performing duties in administration, finance, human resources, facilities management, IT and supply.
* Facilitates the annual strategic planning process, including: assisting with the evaluation of ministry performance; review of mission, vision, and core values; development of key objectives; and establishment of short-term and long-term goals.
* Establishes and maintains a set of key performance measures that provide the Lead Pastor and church staff with ongoing visibility of the effectiveness of all functional areas of the church.
* Champions the development and implementation of best-practice systems and infrastructure by all ministry and support areas that help to produce the healthy and long- term growth of the church.
* Works alongside the Lead Pastor to ensure that staffing, facilities and programs are appropriately and effectively aligned to best meet strategic goals.
* Works with the Lead Pastor and appropriate standing committees in leading the church’s building programs and capital fundraising campaigns.

**Administration**Oversees and executes the administration of the church through appropriate staff, lay leadership teams and consultants as needed.

* + Ensures the completion of business, facility, and logistical support functions through staff and volunteers.
  + Provides oversight and direction through appropriate staff and the finance committee of the financial functions of the church including: cash flow, contributions, insurance, banking and financing, payroll, contracts, risk management, budget development and administration.
  + Ensures that the church’s technology infrastructure (IT) creates efficiencies and allows for continued growth and innovation.  Primary technology systems include -- but are not limited to -- church management solutions, accounting software, computer network, telecommunications, and technology systems to support the production and creative arts programming of Ridgewood Church.
  + Provides input and oversight of a facility-usage plan.

**Skills/Qualifications**

* An appropriate educational background (Leadership and/or Ministry degree).
* Sufficient experience on a senior leadership team within a medium- to large-church context that reveals skills necessary for this role.
* Ability to supervise administrative staff and understand, motivate, and support ministry leaders.
* A proven track record of effective leadership, judgment, above-reproach character, expert-level written and verbal communication skills, project management ability, and proficiency in technology.
* Outstanding character as a sold-out follower of Jesus. Is confidential, helpful, cheerful, diplomatic, and carries a caring and positive attitude.
* A strong marriage and family life that is visible to others.
* Strong interpersonal skills – ability to communicate persuasively and compassionately both orally and in writing.

**Ridgewood Church**

Located in the beautiful Minneapolis suburb of [Minnetonka](https://eminnetonka.com/), [Ridgewood Church](https://www.myrwc.org/) is undergoing a successful revitalization. Its strategic plans include a building restoration, church planting, leadership development through residency, and enhanced children’s programming. It is a gospel-centered church that is ready to take its next steps forward. Ridgewood is affiliated with [Converge North Central](https://converge.org/north-central).

**Contact**

Please forward (by email only) a cover letter, resume, doctrinal statement, and philosophy of ministry to Karna Haugen at [khaugenrwc@gmail.com](mailto:khaugenrwc@gmail.com?subject=Executive%20Pastor).