

## Executive Pastor–New Life Church Milton (Full-time)

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### Position Purpose

The Executive Pastor works in close partnership with and reports directly to the Lead Pastor. This role is responsible for translating the church's strategic vision into day-to-day operational reality—ensuring the organizational health, financial integrity, staff alignment, and operational efficiency required to fulfill the church's mission.

### Vision & Values

New Life Church exists to be a *Place of Healing & Wholeness* (Existing for restoration of the broken), *A Place of Welcome for All People* (Because Jesus breaks through significant social barriers), *A Place of Honest Exploration* (Learning to become disciples is a slow, sometimes messy journey), *A People Compelled by Love* (Fuelled by a passion to share what we have received).

### Primary Responsibilities:

#### 1. Strategic Leadership & Vision Execution

- Collaborate with the Lead Pastor and Board leadership to champion, clarify, and execute the church's Vision and Values.
- Help to lead support staff in creating annual ministry goals and establishing key performance milestones.
- Oversee major church corporate initiatives, such as building renovations, expansions, building campaigns, or significant structural reorganizations.

#### 2. Staff Leadership & Human Resources

- Assist the Lead Pastor in cultivating a staffing culture characterized by spiritual health, professional excellence, accountability, and mutual support.
- Oversee the development and implementation of personnel policies, performance review processes, benefits administration, and recruiting/hiring protocols.

#### 3. Financial Management & Operations

- In partnership with the Lead Pastor and Church Treasurer, help to develop, present, and manage the annual church operating budget.
- Ensure rigorous internal financial controls, accurate reporting, and cash-flow management.
- Oversee the management of all physical properties, facility maintenance, usage approvals, and security.

- Ensure the church remains compliant with all local, provincial, and federal laws, along with New Life's Local Church Constitution, oversee insurance policies, and maintain strict child protection/safety protocols.

#### 4. Ministry Support

- Help foster a discipleship culture with oversight of initiatives that help to encourage spiritual formation and connection within the congregation.
- Participate in vision casting, leadership prayer, Sunday preaching, communion facilitation, along with other pastoral duties as they arise such as care calls, hospital visits, and funeral services.

#### 5. Accountability

- The Executive Pastor must maintain credentials in current and good standing with the Pentecostal Assemblies of Canada (PAOC) and the Western Ontario District. In alignment with this oversight, the role requires strict adherence to the PAOC Ministerial Code of Ethics and the Statement of Essential Truths.

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