



Lake Avenue Church

Executive Associate Pastor Position Description

POSITION

The Executive Associate Pastor works closely with the Senior Pastor to guide the staff and congregation in implementing strategies that help LAC, given its many resources, to realize God's vision for the church and its people. The Executive Associate Pastor will work closely with the Associate Pastors and other staff on a day-to-day basis to manage, guide and effectively use resources to achieve their goals.

GENERAL QUALIFICATIONS

Qualifications in this area identify characteristics that are expected of all Lake Avenue pastors, directors and professional staff.

1. Agreement with the Lake Avenue Church Statement of Faith.
2. Character growing in Christlikeness with spiritual gifts of servant leadership, administration, decision making, and facilities stewardship and shepherd. (Romans 12:6-8; 1 Peter 4:10-11; 1 Cor 12:4-11; Eph 4:11-16)
3. Ability to plan, direct, or coordinate operations and functionality of facilities and buildings.
4. Capacity to develop and implement effective, innovative, and relevant facilities and operations ministry; similar to the Priesthood of the Tribe of Levi (Numbers 4, 8:13, 10:17-21)
5. Strong character with good judgment; exceptional leadership, interpersonal, organizational, communication, and time management skills.
6. Team player, innovator, and self-starter.
7. Capacity to express care and compassion to those in need.
8. Capacity to work with and lead people with a wide range of gifts, strengths, personalities and passions.
9. Experience working with and leading people from diverse ethnic, cultural and socio-economic backgrounds, and the ability to function and communicate the Gospel with them.
10. Model an authentic relationship with God and have demonstrated the ability to maintain a healthy balance between ministry and home life.

11. Have a strong desire to support the church's mission of leading people in discipleship and spiritual growth by maintaining and managing the facilities and operations necessary for ministry.

SPECIFIC MINISTRY QUALIFICATIONS

Qualifications in this area describe characteristics needed for the specific ministry area of the position.

- Demonstrated spiritual gifting consistent with discipling others including pastoral, teaching, leadership and administration.
- An implementor of vision who works closely with the Senior Pastor. Able to understand the vision God has given to the Senior Pastor, has the capacity for strategic thinking and implementing and is able to identify operational steps to make it a reality.
- Seasoned, experienced manager who also functions with a pastoral heart. This person finds solutions to problems, able to make things happen while also providing a pastoral heart and demeanor to others.
- Ability to communicate ideas effectively at multiple levels to help staff and congregants understand the who, why, how and when questions when implementing the vision.
- Strong leadership AND teaming skills that help the working relationship with direct reports and other staff.
- Serves as an operational bridge between the strategic vision and the development of the defining objectives and ministry plans for LAC.

SPECIFIC MINISTRY RESPONSIBILITIES

- Create a culture where the staff leadership team lives out its core values and where God's presence, power and wisdom are pursued with passion and priority. This includes collaborating with Associate Pastors and the Lead Ministry Team regarding tactical implementation of LAC's Ministry Plan.
- Seek opportunities to champion and instill the church's core commitments and vision with the pastoral staff.
- Nurture a culture that values the staff and volunteers through affirmation, collaboration, empowerment and accountability.
- Develop and implement sustainable systems that enable effective and efficient work flows.
- Work with each Associate Pastor to ensure that ministry initiatives meet the priorities established in LAC's Ministry Plan for the current year. Provide coaching, counsel, direction, and accountability as needed for each division.
- Come alongside each person under your care as a guide and as a coach for the purpose of developing their capacity to lead, love and serve those in their respective sphere of ministry.
- Coordinate vacation, conference and sabbatical schedules.

- Represent the Office of the Senior Pastor in various church, community, national and global responsibilities.
- Respond to church-wide questions, phone calls and issues in order to determine the appropriate resolutions.

EDUCATION

Bachelor's degree required. Masters in Theology or Divinity or equivalent training required. Ordained by an accepted church body or willing to pursue ordination through Lake Avenue Church.

RELATIONSHIPS

Reports to:	Senior Pastor
Works closely with:	Employees, Honorary Staff, church members, vendors, volunteers, and lay leaders
Supervises:	Supervision of staff, vendors, volunteers on assigned projects
A part of:	Office of the Senior Pastor

POSITION STATUS

This position is full-time, exempt, and a Leadership Staff (L3/L4) Level position.

This position description is intended to describe the general nature and level of work performed, and is not to be construed as an exhaustive list of all responsibilities, duties, and skills required. Personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

THE POSITION DESCRIPTION VALIDATION

POSITION DESCRIPTION -- APPROVAL			
POSITION	NAME	SIGNATURE	DATE
SENIOR PASTOR	DR. MATHEW P. JOHN		

POSITION DESCRIPTION -- AFFIRMATION		
<i>BY GOD'S GRACE AND ENABLEMENT, I AM COMMITTED TO FULFILLING THE RESPONSIBILITIES OF THIS POSITION DESCRIPTION WITH WHOLEHEARTED EFFORT AND EXCELLENCE.</i>		
NAME	SIGNATURE	DATE
[EMPLOYEE NAME]		

POSITION DESCRIPTION RECEIVED BY		
POSITION	SIGNATURE	DATE
PEOPLE OPERATIONS MANAGER STEVEN ESCOBOSA		