



restore

CHURCH

Position Description: Executive Director

Church Overview

Restore Church launched in January of 2012 out of a desire to reach people for Jesus Christ by breaking down any barriers that may prevent them from hearing the message. God has allowed us, by his grace, to slowly form into the type of church we believe we should be: a community of worshipers that exists to glorify God because of Jesus Christ.

The way we do that—our vision—is to be a local church with regional influence that proclaims the good news of Jesus, trains people in godliness, and sends people out on mission. “Local” means that we want to have an impact in the immediate town or area where our church is located; “regional” means that we understand we are all missionaries, called into our towns, neighborhoods, and communities, to be a light in the darkness.

The proclamation of the Gospel is the leading edge of this vision—it’s the thing that we are most passionate about, because it’s the one responsibility that no other organization has been given! From that invitation and constant reminder, however, flows growth in godliness, and personal and corporate mission. And this is where we need the assistance of an Executive Director.

Restore has seen slow but steady growth since launch, and has a committed group of Covenant Members. We are a member of the Acts 29 network of church planting churches.

Current Need and Position Overview

As Restore Church has continued to develop, so have the needs for additional ministry and organization. We are looking for a person to come alongside of our Lead Pastor, Elders, and Ministry Team Leaders who has the ability to take the vision of Restore and break it down into the details so that we can continue to incorporate new families into the church and properly help them grow in the Gospel of Jesus.

Specifically, this means helping us in the second two areas of our vision—growth in godliness and sending on mission. We are looking for a person who will assist us in taking the consistent Gospel Proclamation that invites people into the family of God (and into the church), and who can develop the “next steps” that will help our church grow in godliness and live lives that are more fully on mission for the Gospel.

Position Overview

The Key Word for this position is “**Implementation**”. We are looking for a person who has an eye for the vision, and can understand the big picture, but whose heart is in the details of how to get the job done. If the Lead Pastor sees step 1 and step 100, the Executive Director should possess the ability to fill in steps 2 thru 99. In short, we are looking for a person with a servants heart who can get things done.

Compensation for this position will be commensurate with experience and may require personal fundraising.

Position Description

The Executive Director will work closely with the Lead Pastor, Elders, and Ministry Leaders of Restore. He will work to implement the vision of Restore primarily through operational development and proper execution of Restore Church ministries. This position requires a servant leader who leads through servicing; someone who leads the church by bringing the vision of the church to life.

The Executive Director will report directly to the Lead Pastor as a “second in command”. We expect that this person will meet the qualifications for a biblical Elder, and should they desire, may go through the Eldership Training process at Restore to become a recognized Pastor at Restore.

Bring Cohesion to the Vision

The vision of the church is the 30,000 foot view of where the church is headed. (Some people refer to this as the “air war”.) We are looking for an Executive Director who will take that vision and apply it to the “ground war”—the boots on the ground ministry of the church. To that end, the director will be responsible for:

- Maintaining cohesion between various ministries, so that they do not become “silos” that develop a life or culture of their own, apart from the vision of the church
- Ensure that as the vision continues to develop, it is implemented well through events, programs, discipleship, counseling, and lifegroups.
- Write out processes for new and existing initiatives (e.g., “Process of enfoldng people into the church”, “Process for missions support”, etc.) that can then be assigned to others, or carried out more effectively.

Lead/Manage Staff & Ministry Leaders

The Executive Director will work with the Lead Pastor in managing staff, specifically by translating the broad vision and strategy (developed by the Lead Pastor) into executable action plans for the staff.

- Work with paid and volunteer staff to formulate measurable goals for their ministry that are in line with the vision and strategy of the church. Follow-up to ensure these goals are met.
- Work with the Lead Pastor to write job descriptions for additional staff, perform staff reviews, etc.

Oversee the Operations & Organization of Restore

The Executive Director should have a working knowledge of organizational operations, including best practices for financial management. He will also oversee the majority of church-wide events and programs.

- Work with the Financial Team directly and the Elders to set budget priorities and ensure wise stewardship.
- Manage special events and projects as they come up (e.g. re-organizing lifegroup program, planning a future church plant) by setting timelines and expectations and ensuring excellent and timely execution.
- Consistently evaluate systems and structures, asking questions like: “what is our process for assimilating people into the church? How are we raising up new leaders? What are the strengths and weaknesses of our membership process?” The Director does not need to personally lead or manage each of these processes, but should be able to identify them and assist other leaders in formulating a better plan.

Preaching & Teaching

The Executive Director may be asked to preach up to ten times a year in the absence of the Lead Pastor. This is an optional requirement, and will be determined based on gifting and desire.

Position Aptitudes

High competence and sound character - While we do not expect that the Executive Director will arrive to us “fully formed”, we do expect that they will have a good understanding of who they are, where they are gifted (and where they are not gifted!) and how they can best serve the church alongside other, highly competent leaders. They should have a strong understanding of the Gospel and see evidence of spiritual transformation by it’s reality in their lives.

An eye for the whole but a heart for the details - The Executive Director should be able to communicate well with the Lead Pastor about the vision of the church and the direction that it is headed, but truly have a heart for the details of that vision and how to “work the plan”. He should be energized by large-scale projects (A five-year plan for church planting), and by small-scale needs (The printer needs to be fixed by this weekend).

Intuition and the ability to follow-through - The Executive Director should have the ability to quickly analyze situations and determine what is needed. This ability should be followed up by action—our expectation is that the Executive Director will be the kind of person who sees problems and solves them, without the need for guidance or prompting from the Lead Pastor.

Teachability and Leadership - The Executive Director understands that the best leaders are strong followers; those who can follow others well learn to lead others well. We expect that the Executive Director will be a strong partner to our Lead Pastor; able to follow at all times, and push back when necessary.

Qualifications

The Executive Director should be willing to embrace the vision and culture of Restore, and immediately pursue Covenant Membership. He will have a passion for working with people in a highly relational context, a compassionate demeanor, and a desire to see people apply the Gospel in their lives. In addition, the director will possess the following qualifications:

- A growing and relevant relationship with God evidenced through frequent time in the Word and prayer
- A passion to see God’s kingdom manifest itself in the surrounding community through the local church
- The ability to communicate clearly with leadership, peers, volunteers, and the church at large
- A desire and the ability to recruit and equip volunteers and ministry teams in a multi-generational setting
- A demonstrated commitment to teamwork
- A teachable spirit
- Previous work experience in a similar setting, and/or a Bachelor’s Degree in a ministry-related field is preferred.

Contact

To learn more about Restore, visit www.restoreworship.org. For questions or to apply, please email your resume, along with a cover-letter, to Pastor Jeremy Mulder at jeremy@restoreworship.org.