

Executive Pastor, Operations

Ministry Description
(Ministerial – exempt)

Philosophy of Ministry: As a staff we will follow Philippians 2:1-8 as a model of Christ-honoring servant leadership. The Creek's mission (317) is to Love God, Love People, and Make Disciples by connecting people to Jesus through our seven priorities of Worship, Gospel, Kingdom, Scripture, Identity, Community, and Generosity.

Accountable to: Lead Pastor

Vision Statement: To shepherd the operations of The Creek by providing leadership and supervision for facilities, finance, IT, and human resources.

Top Priorities:

1. Shepherd operations of The Creek
2. Corporate Treasurer
3. Management Team
4. Executive Leadership Team (ELT)

Duties:

- Provide monthly reports for Management Team
- Oversee all outside professional interests such as bankers, attorneys, architects, engineers, accountants, etc.
- Lead and supervise the finance, human resources, IT, and facilities teams by providing resources and training materials that are talked about in our monthly meetings
- Review monthly financial reports and annual compilation reports
- Ensure all compliance work is done annually (PCI compliance, Secretary of State)
- Provide annual reviews and periodic progress meetings
- Prepare annual budget
- Supervise all construction projects
- Attend weekly nine@9 meetings and monthly staff gatherings
- Uphold staff operational values – Prayer, Purity, Humility, Honor, Creativity, Excellence, Family, and Fun
- Available for all Christmas and Easter services
- Participate in Rooted and a Life Group
- Other duties as assigned