



# JOB POSTING

**POSITION TITLE: Director of Operations/Executive Pastor**

**EMPLOYER: Rexdale Alliance Church**

Rexdale Alliance Church (RAC) is a diverse church serving a multi-ethnic community located in northwest Toronto (North Etobicoke), Ontario, Canada. We've been serving this community for over 60 years with the mission to *connect Rexdale to Jesus and His mission* as a member of The Alliance Canada. Please visit our website ([rexdalealliance.ca](http://rexdalealliance.ca)) for more information.

## POSITION DESCRIPTION:

RAC is looking to fill a key leadership position within our organization. The Director of Operations/Executive Pastor (DOO/EP) is responsible to support the Lead Pastor in accomplishing the church's mission by managing the efficient and smooth running of the operations side of the organization. As part of the pastoral leadership team, you will collaborate with other ministry leaders to ensure that operations effectively support delivery of the church's ministries. You will use your discernment, decision-making, planning and creative problem solving to manage the administration, facilities, finance, human resource and information technology areas for a Christian not-for-profit ministry organization. This position works closely with the Lead Pastor in a relationship characterized by trust and cooperation towards developing and achieving the strategic objectives of the church. The DOO/EP is a multi-faceted role where you will draw upon your experience and knowledge in the areas of:

- accounting and financial reporting
- budgeting and cash management
- financial and HR policies
- management in the context of a Christian ministry
- assessing IT needs and assisting with solutions
- facility management, office administration and risk management
- employee management and development
- recruitment and selection

## WHY REXDALE ALLIANCE CHURCH?

As western culture has become more and more post-Christian in the last 40 years, the church has been forced to change in order to fulfill the mission given to it by Jesus Christ before He ascended. Rexdale Alliance Church (RAC) is committed to that mission and the change necessary to see Christ's kingdom come in the 21<sup>st</sup> century. We firmly believe that committed followers of Christ living in community, working together and depending on the Holy Spirit can positively impact people's lives. It is our hope to meet needs in our neighbourhood, our city and our world as Christ leads and directs us. To accomplish His mission we recognize the importance of being relevant, innovative, compassionate and humble.

RAC's facility sits in the Northwest of the City of Toronto, a diverse and cosmopolitan city, and draws people from many areas especially on the western side of the Greater Toronto Area.

Located in the neighbourhood of Rexdale, RAC is well positioned to be a gathering place that serves our church community but also welcomes those who don't yet know Christ.

Our staff seeks to be a team that is diligent and joyful, who works hard and laughs loud as we serve the King of Kings and bring light to this dark world. RAC is a multi-ethnic and multi-generational community that has been growing since the end of the pandemic. We see many areas where God is working and opportunities to serve Him. If you are looking for a place to use your skills, follow your passions and make an impact for Christ, then RAC could be a great fit for you.

### **RESPONSIBILITIES/DUTIES:**

- Leadership
  - Collaborate closely with Lead Pastor towards achieving goals and objectives
  - Lead and/or collaborate in staff meetings, annual meetings, finance committee, and board meetings as required
  - Devise and implement solutions and improvements within operations that enhance organizational effectiveness
  - Lead, motivate, develop and empower operations team members
  - Develop, maintain and implement financial and HR policies and procedures
  - Recruiting and developing resilient volunteer teams
- Financial Management:
  - Preparation, analysis and presentation of financial reports
  - Planning, organizing, budgeting and cost control towards achieving financial goals and priorities in particular major facility upgrades and maintenance
  - Oversee all aspects of payroll
- Human Resources:
  - Oversee recruitment and selection including drafting of employment contracts
  - Oversee onboarding process including required training
  - Assist with employee development and performance management
  - Administer benefits and pension plan
- Operations and Risk Management
  - Responsible for matters related to all levels of government and responsible for all regulatory remittances and charitable requirements
  - Review and maintain insurance policies ensuring adequate coverage
  - Ensure IT hardware and software needs being met including telecommunications

### **CORE COMPETENCIES:**

- Excellent interpersonal and relationship building skills especially among diverse team members and stakeholders
- Professionalism, confidentiality and self-motivation
- Collaborative leadership with the ability to delegate and empower
- Excellent verbal and written communication and presentation skills
- Strong coaching, development and conflict resolution skills
- Understanding and appreciation for the work of ministry in the church context
- Creative, strategic and critical thinking skills
- Able to manage priorities well with attention to detail and accuracy
- Demonstrated decision-making skills supported by research and analysis
- Strong planning and budgeting skills
- Passion for innovation and desire to learn and grow

## **EDUCATION AND DESIRED QUALIFICATIONS & SKILLS:**

- A close, personal relationship with Jesus Christ characterized by dependence on the Holy Spirit, dedicated service and a vibrant spiritual journey.
- University degree in business, management, theology or another relevant field
- 5+ years of organizational leadership experience with particular consideration given to areas of Christian Ministry or not-for-profits
- Able to prepare and preach for a Sunday service
- Professional or lay experience with a church
- Excellent computer skills and proficient with MS Office
- Experience with Planning Center or other church management software
- Proficient with accounting and payroll software
- Full alignment with the Mission, Vision and Core Values of Rexdale Alliance Church
- Agreement with the Statement of Faith and regulations of The Alliance Canada
- Openness to licensing or ordination with The Alliance Canada

**Please submit resumes and cover letters to [hr@rexdalealliance.ca](mailto:hr@rexdalealliance.ca) by Friday, April 26, 2024.** All applicants *must* be eligible for employment in Canada. We appreciate your interest and will review all submissions, but only those selected will be contacted for an interview.

*Please note that an offer of employment for the position of Executive Pastor/Director of Operations at Rexdale Alliance Church is conditional upon successful completion of a pre-employment background check and vulnerable sector police check.*