



Executive Pastor Job Description

The role of the Executive Pastor is to partner with the Lead Pastor in overseeing the life and direction of Bethel Pentecostal Church of Ottawa (BPCO) and to directly lead the day-to-day operations of the church and the staff team. The Executive Pastor is the “Chief of Staff” who will build and lead a high-impact staff team that embraces both health and performance, blaze a clear trail from vision to execution, and drive core strategic initiatives that help the church accomplish its mission and vision. Key responsibilities include building organizational health, implementing systems, supervising personnel, and ensuring alignment of the ministry with the church's mission and vision.

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| Reports to: | Lead Pastor |
| Status: | Full-time salaried position |
| Benefits: | Eligible following a six-month probation |
| Proposed Start: | Fall 2026 |

Qualifications

1. A master's degree is required; theology and/or business preferred.
2. Ordained with the Pentecostal Assemblies of Canada.
3. A minimum of 10 years of senior leadership experience in a church and/or corporate setting.

Core Responsibilities

1. Strategic Leadership and Planning: Collaborates with the Lead Pastor to develop, implement, and monitor long-term strategic plans.
2. Staff Management and Mentorship: Supervises, coaches, and evaluates ministry staff, conducting regular one-on-one meetings to foster professional and spiritual growth.
3. Operational Oversight: Superintends the church's ministry budgets, including budget development, financial stewardship, policies, IT, and facilities management.
4. Marketing and Communications: Safeguards and advances the church's unique identity by overseeing both internal and external communications. They ensure that every message is delivered with excellence and creativity, keeping the primary audience—the unchurched—at the forefront.
5. Campus Development: Oversees the development and expansion of church campuses, ensuring that facilities and environments effectively support the mission and vision. This includes guiding strategic plans for future campuses, evaluating current space usage, and coordinating resources to create welcoming, functional, and mission-driven ministry environments.
6. Systems Development: Creates, maintains, and improves systems and processes that support healthy church growth.
7. Pastoral Duties: Provides pastoral care, preaching, teaching, and participation in services (weddings/funerals) as needed.

Competencies

1. A genuine love for Jesus, for the Church, and for all people.

2. A team player with a positive attitude and a growth mindset.
3. Proven ability in strategic planning, organizational development, and team leadership.
4. A strong spiritual leader with high emotional intelligence, discretion, and a servant's heart.
5. Clear and professional communication skills (written and verbal), with strong discretion and a commitment to confidentiality.
6. An experienced spiritual mentor with a proven track record of guiding others in their spiritual journey to grow as disciples of Jesus.
7. Strong organizational skills, attention to detail, and ability to manage multiple priorities.

**Email a Cover Letter and CV to William Sloos, Lead Pastor, at wsloos@bethel.ca
Only those selected for an interview will be contacted.**