

SECOND EBENEZER CHURCH – Detroit, MI.

Available Position: Administrative Pastor

Second Ebenezer Church is looking to expand its team! Our congregation has a rich history of supporting the community and those in need. We are a body of believers called to make a difference. If you are a progressive, high-energy individual interested in joining our team aimed at uplifting the gospel of Jesus Christ, please contact Annette Avery at annette@avery360.com for further details. No phone calls please.

OVERVIEW

The role of the Administrative Pastor is to work closely with the Office of the Bishop and other leaders to assume the responsibility to administrate and execute the ministries of the church in alignment with the vision of Second Ebenezer Church. Primary areas of responsibility are pastoral leadership, organizational development, including ministry and leadership training, and strategic planning. The organizational role is to offer vision and support and to encourage effective communication throughout the church network, while working collaboratively with ministry leaders to sustain strength and spiritual life of the congregation.

KEY AREAS OF OVERSIGHT

- Spiritual Formation and Chief Facilitator
- Ministry Development and Oversight
- Leadership Development and Training
- Online Campus Development and Engagement Innovator
- Social Media Strategy and Leadership

MAJOR JOB RESPONSIBILITIES

- Provide leadership to big-picture analysis and long-term planning with church leadership
- Interpret, articulate, and promote goals and objectives as established within areas of assigned responsibility, characterized by defining integrity, goodness, teamwork, etc.
- Provide leadership and oversight to all SEC ministries. This includes being available for and communicating with all ministry teams, ensuring they are effective and holding their original purpose
- Work with all staff to provide relevant professional development opportunities that enhances ministry leaders' ability to understand, disseminate and contribute to its ministerial focus
- Actively participate in directing concerns and issues to appropriate leaders, working towards solutions. Serve as a resource as needed
- Provide oversight of the social media team to develop and implement a comprehensive social media strategy to increase web traffic and ensure SEC web presence is aligned with the overall marketing strategy, in addition to a consistent message and brand excellence
- Study and maintain awareness of personal, congregational, community, national and global issues

QUALIFICATIONS

- Holds a bachelor's degree in Theological Studies or comparable studies
- Five years of related work experience preferred
- A demonstrated ability to be a connector of people
- Strong administrative, organizational and time management skills
- Knowledge and proficiency with Microsoft Office, i.e., Word, Excel, PowerPoint and Adobe Design, website maintenance and various social media tools
- Excellent verbal and written communication skills with the ability to communicate effectively with a wide variety of people
- Knowledge of or willingness to learn Shelby Next Software system
- Physical and emotional stamina to carry out responsibilities with the ability to manage pressure and deadlines
- High level of integrity, confidentiality, and dependability with a strong sense of urgency, results orientation, and commitment to the mission of the church

Learn about SECOND EBENEZER at [www. Secondebenezer.org](http://www.Secondebenezer.org)