



Ministry Opportunity
Sturgeon Valley Baptist Church
51 Woodlands Rd., St. Albert, Ab T8N 3Y5

Sturgeon Valley Baptist Church (SVBC) is a growing, vibrant, intergenerational and intercultural congregation located in beautiful St. Albert, Alberta, Canada. We exist to love God and serve others so that lives are changed! With an average of over 300 weekly attenders to our Sunday services (including an on-line presence, our deaf community, and a small but growing weekly afternoon intercultural worship service), our church is diverse in both its people and our ministry. Our intergenerational weekly service attracts numerous families and is a blend of contemporary Christian worship and hymns with a focus on the Word, prayer and sharing the activities and ministries our church is involved in. SVBC supports various community events within our church during the week including AA, youth and Kid's clubs, and various Bible studies. Children's ministries are a big focus of the church, as are local and international missional activities.

Job Title:	Interim Executive Director
Position Type:	Temporary Part Time
Term:	May 15, 2025 - December 31, 2025
Hours of Work:	20-30 hours per week (negotiable)
Salary:	\$35 - \$45/hour
Closing Date:	April 21, 2025

Reports to: Transitional Lead Pastor

About the Executive Director

The Interim Executive Director will be a key strategic and operational leader to assist church leadership with continuity and coordination with the church vision, staff support, and pulpit support as we move forward together into what God has next. We're looking for a member of SVBC who has a deep and growing relationship with the Lord Jesus Christ, a proven track record of leading ministries in SVBC, and is a dynamic and experienced leader with strong interpersonal skills. This individual will assist us in taking actionable steps to implement the Vision the church has set. They will focus on building clarity around our goals, help us begin to put in place specific focuses for our vision, and help develop tangible targets for SVBC to reach. In the absence of the Lead / Transitional Pastor they will direct our operations, foster a strong and innovative staff culture, and support the transition to a new Lead Pastor. If you're a seasoned leader with a passion for ministry, a talent for uniting teams around a shared mission, and a drive for strategic excellence, we encourage you to apply.

The Executive Director's responsibilities include:

- Lead and oversee the paid staff of SVBC. In coordination with the Lead or Transitional Pastor (or Elder Chair in their absence), the Executive Director shall provide executive leadership and direction of the SVBC Staff which would include managing staff performance, goal setting, and caring for the staff (currently 4-5 people). This would also include meetings with staff to provide coaching and feedback and regular team meetings to provide general direction.
- Operationalizing the Vision Statement and Strategy. The Executive Director will lead the development and operationalization of SVBC's Strategy to realize our Vision. They will support the Elders in the development of the strategy, define appropriate roadmap activities and milestones, and supervise the execution of the specific activities to achieve the outcomes defined in the roadmap. They will also lead efforts to define potential future staffing structures, and roles and responsibilities to execute the strategy.
- Support Transition Activities. Provide oversight and leadership for the effective completion of the transitional goals set out by the church including providing support as a special advisor to the Call Committee as they seek out a new Lead Pastor for SVBC.
- Church administration. In collaboration with the Diaconate, provide day-to-day oversight of the administration and operations of the church including support to the Ministries of the church.
- Church Communications and Liaison to the Elders and Diaconate. Coordinate with the Elders, Diaconate, Staff and Search Committee to ensure consistent and accurate communications of activities, requirements and progress in the execution of transition activities (i.e. search process), and key milestones for the execution of the to be developed strategy and roadmap.
- In absence of Lead / Transitional Pastor provide oversight of staff and lead ministries responsible for our Sunday morning services (Prayer, Kids Time, Lord's Supper, Baptisms, guests, announcements, etc.), special services, weddings, and funerals.
- Prayer and intercession for all aspects of the work noted above including the congregation, its activities and community. The successful candidate will be deeply committed to prayer and demonstrating an ever-deeper connection with the Lord that guides every aspect of their life.

What you bring:

- You are a member of SVBC
- You are a person of character with a deep and growing relationship with the Lord Jesus Christ (1 Timothy 3:1-7 and Titus 1:6-9 describes the required character qualifications)
- Demonstrate a love/joy for the Lord – an unquestioned and vital commitment to Jesus Christ as Saviour and Lord
- Extensive experience in leading and managing staff
- Demonstrate experience in strategic planning and goal setting
- Excellent interpersonal skills, including an ability to communicate well both verbally and in writing
- Demonstrate a deep knowledge of the people, history, and governance of SVBC.
- Proven track record of faithful service in different ministries at SVBC
- Demonstrate strong biblical knowledge and aligned theological background with our Mission/Vision statements, our Statement of Beliefs and Membership Covenant
- Agreement with Sturgeon Valley Baptist Church directional and policy statements, constitution, employment policy and Philosophy on Worship document (available on request)
- Basic administrative and computer skills