

McKenzie Towne Church  
Calgary, Alberta



# Executive Pastor Job Posting



2026

Leading people into a growing  
relationship with Jesus.



McKenzie  
Towne  
Church

# Executive Pastor

McKenzie Towne Church (MTC) | Full Time

## Executive Pastor / Director

Status: Full-time

Reports to: Lead Pastor

Salary Scale: Within MTC guidelines

## Summary

This leadership position provides executive oversight of the entire church. The role serves under the leadership of the Lead Pastor and exists to provide strategic direction, staff coaching, organizational structure, and operational excellence church-wide.

The Executive Pastor / Director (EP) will take a lead role in the strategic planning and implementation of McKenzie Towne Church's vision and mission as it relates to the staff and ministries. The EP will provide primary executive leadership to the staff by setting annual and long-term goals with the Lead Pastor and strategically aligning the staff and key leaders toward reaching those goals.

## Pastoral Duties

Those recognized as leadership staff within McKenzie Towne Church must be able to verbalize a clear sense of God-given calling to vocational Christian ministry and articulate a biblical theology/philosophy of ministry that shapes their engagement. This role requires gifts in leadership, administration, and strategic oversight.

This position will serve in three critical roles: Executive Leader, Developer, and Manager.

- Executive Leader Partner with the Lead Pastor to set church-wide direction, build healthy systems, and reduce administrative burden on the Lead Pastor.
- Developer Intentionally equip, coach, and develop staff and key leaders to multiply ministry and build a healthy, high-capacity team.
- Manager Oversee strategy, budgets, policies, performance metrics, and excellence across assigned areas and ministries.

## Primary Responsibilities:

- Serve as the Executive Pastor/Director for McKenzie Towne Church and as a core member of the MTC Leadership Team alongside the Lead Pastor.
- Collaborate with the Lead Pastor to develop annual and long-term strategic goals and ensure alignment across all ministries.
- Oversee the development of annual ministry plans by staff and ministry leaders to ensure alignment with the church's mission, vision, and values.



**Our Mission: Leading people into a growing relationship with Jesus.**

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- Conduct effective annual performance reviews, establish clear expectations for staff, and ensure ongoing feedback and professional/spiritual development.
- Lead or co-lead all-church staff meetings, retreats, and organizational development days (in consultation with the Lead Pastor).
- Reduce administrative burden on the Lead Pastor by creating and maintaining efficient systems, processes, and structures.
- Establish and maintain key performance metrics to evaluate the effectiveness of all areas and ministries of the church.
- Oversee administrative processes and systems that support staff and volunteers.
- Represent executive leadership on the Management Team.
- Continually evaluate programs, structures, and culture to ensure ongoing mission/vision alignment.
- Assist in the recruitment, onboarding, and training of new staff in collaboration with the Lead Pastor.

### Preferred Qualifications and Attributes

- Post-secondary education in a related field (graduate-level preferred)
- Significant senior or executive leadership experience
- Proven ability to coach and develop both staff and high-capacity volunteers
- Strong organizational and systems-building skills
- Disciple-maker, team player, innovative, flexible, excellent time-manager, tech-savvy

### Character and Behavioural Expectations

Perfection is not expected; growth is. Leaders are expected to strive to “live a life worthy of the calling they have received” (Ephesians 4:1).

### Confession of Faith

All McKenzie Towne Church staff shall be in full agreement with the McKenzie Towne Church Mission, Vision and Values, as well as the North American Baptist Conference Confession of Faith.

### Conclusion

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed. It is not intended to be an exhaustive list of qualifications, skills, efforts, duties, or responsibilities associated with the position. Flexibility and adaptability to the changing needs of McKenzie Towne Church are required.

Apply here: <https://www.careers-page.com/simple-hires/job/3WR5R6XV>



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