

Executive Pastor

<INSERT CHURCH NAME HERE>, <INSERT LOCATION HERE>

Reports to: Lead Pastor

Supervisory role: Yes

Classification: Regular / Full time / Exempt

<INSERT CHURCH NAME HERE> wants to make a lasting difference in your life, in our community, and in the world. <INSERT CHURCH NAME HERE> exists to <INSERT CHURCH MISSION STATEMENT HERE>. That's how we're able to make a difference, and it's what motivates everything we do.

Job Summary

The Executive Pastor plays a critical role in providing leadership and strategic guidance to <INSERT CHURCH NAME HERE>. This position involves overseeing various aspects of <INSERT CHURCH NAME HERE> operations, administration, and ministry, working closely with the Lead Pastor and other staff members. The Executive Pastor serves as a key partner in implementing the vision, mission, and values of the organization. You will be expected to continually cultivate your relationship with God and increase your spiritual maturity. Success in this role will be demonstrated by applying biblical principles in the development and execution of strategies to improve the health and growth of the church.

As a member of the <INSERT CHURCH NAME HERE> team, the Executive Pastor must...

- Have a strong relationship with God, as evidenced by a healthy devotional and moral lifestyle.
- Demonstrate a passion and aptitude for making disciples of Jesus and embrace genuine Christian community as the primary vehicle of discipleship.
- Share in the continued mission of Jesus by consistently ministering (through the power of the Holy Spirit) God's presence, love, truth, and power to all those encountered.
- Possess the ability to communicate, support and fulfill <INSERT CHURCH NAME HERE> mission, vision, core values, purposes and goals while working cooperatively and respectfully with other staff, leaders, volunteers and the congregation.

- Conduct themselves on and off the job in such a way as to honor Jesus, demonstrative of spiritual leadership and a positive representative of **<INSERT CHURCH NAME HERE>**
- Agree to the **<INSERT CHURCH NAME HERE>** Statement of Faith, without stipulation or contingency.

Duties and Responsibilities

Leadership and Vision Implementation:

- Collaborate with the Lead Pastor and other leaders to develop and implement **<INSERT CHURCH NAME HERE>** vision, mission, and strategic objectives.
- Provide guidance and support to staff members, ministry leaders, and volunteers to ensure alignment with **<INSERT CHURCH NAME HERE>** goals.
- Help develop leadership teams and equip them for effective ministry.

Operational Management:

- Oversee the day-to-day operations of **<INSERT CHURCH NAME HERE>**, including finance, budgeting, human resources, facilities, and administration.
- Develop and implement policies, procedures, and systems to improve organizational efficiency and effectiveness.
- Coordinate and monitor the work of various ministry teams and departments to ensure smooth operations.

Staff Development and Supervision:

- Provide leadership, mentoring, and support to staff members, helping them grow in their roles and professional development.
- Conduct regular performance evaluations and provide feedback to staff members.
- Participate in the hiring process for new staff, ensuring the selection of qualified individuals who align with the organization's values and mission.

Strategic Planning and Execution:

- Contribute to the development of long-term strategic plans, goals, and objectives for **<INSERT CHURCH NAME HERE>**

- Collaborate with the Lead Pastor and leadership team to identify areas for growth, improvement, and innovation.
- Monitor progress towards strategic goals and make adjustments as necessary.

Financial Stewardship:

- Oversee the financial management of the organization, including budget development, financial reporting, and compliance.
- Work closely with the finance team to ensure proper financial controls and accountability.
- Provide financial analysis and recommendations to support decision-making processes.

Community and External Relations:

- Represent **<INSERT CHURCH NAME HERE>** in community events, meetings, and partnerships.
- Cultivate relationships with other churches, organizations, and community leaders to enhance collaboration and support **<INSERT CHURCH NAME HERE>** mission.
- Communicate and promote **<INSERT CHURCH NAME HERE>** values, programs, and initiatives to the congregation and wider community.

Qualifications

- Previous experience in a leadership role within a church or organization.
- Strong organizational and managerial skills, with the ability to oversee multiple functions and teams.
- Excellent communication and interpersonal skills to effectively interact with staff, volunteers, and community members.
- Demonstrated ability to develop and implement strategic plans and initiatives.
- Proficient in financial management and budgeting.
- A servant-leadership mindset, with a heart for ministry and the ability to motivate and inspire others.

Education

- Minimum 5 years of pastoral and business management experience
- Experience in managing a multi-site church a plus
- Outstanding leadership skills
- Proven track record of training church leaders
- Exemplary communication skills
- Has a growing relationship with Jesus
- Bachelor's degree or equivalent; Seminary degree preferred; Master's degree in Biblical Studies a plus

Working Conditions and Requirements

This role works in a fast-paced environment with multiple interruptions. It is essential for this role to balance daily responsibilities while maintaining a high level of concentration and stress tolerance. The physical activity of this job includes sitting, standing, and walking for an extended period of time. This role regularly communicates through talking and hearing and must be able to do so efficiently and effectively. Must be able to lift up to 50 pounds on occasion.

Every staff member - paid or unpaid is a minister, and is expected to fully engage in the ministry of **<INSERT CHURCH NAME HERE>**.