

EXECUTIVE PASTOR

S A M P L E J O B D E S C R I P T I O N

THE UNSTUCK GROUP®

The role of the Executive Pastor (XP) is to assist the Senior Pastor (SP) in overseeing the life and direction of the church under the direction of the [Board]. This will require a firm grasp of the beliefs, values and strategy of [Church Name] and the ability to align staff and key leadership teams with its mission. The XP will offer pastoral leadership to the congregation alongside the SP and elders. The XP will ensure that the systems, practices, and policies of the church responsibly and effectively support its ministry activities.

The Executive Pastor will be responsible for:

1. Strategic Leadership and Planning

Responsible for strategic planning and staff coordination in the execution of the church's mission and vision. Define strategic goals and action plans. The XP will provide the catalyzing challenges and activities which allow [Church Name] to remain true to its mission and vision, and develop new ministry programs so that the church is appropriately responsive to identified needs and church health. This leadership and input will be provided through many activities, including:

- Coordinating and leading staff meetings in partnership with the SP and engaging other activities designed to clarify and execute [Church Name's] goals and objectives. Facilitating regular meetings with the staff leadership team.
- Serving as a staff liaison to the [Board]. Providing leadership in vision casting and goal setting.
- Monitoring the pulse of the congregation through research and evaluation.
- Ensuring staffing, facilities and programs are appropriately and effectively aligned to best meet strategic goals.
- Fulfilling other pastoral and administrative duties as requested by the SP.

2. Staff Supervision and Development

Provides leadership to the staff team and serves as personnel director for pastors and paid staff. The XP will lead, evaluate, and mentor existing staff in their respective areas of ministry and prioritize staff additions. Includes the following responsibilities:

- Supervising the leadership team as it relates to day-to-day ministry and operational activities.
- Overseeing training and development.
- Implementing the hiring and dismissal process following direction and guidance from the SP and the [Board].
- Providing coaching to the staff in the design and implementation of all church ministries including periodically evaluating appropriate changes to organizational structure.

- Implementing strategies for salary reviews as part of the annual budgeting process.
- Serving as human resources manager and/or supervising staff or lay leaders performing these functions. Overseeing insurance and other benefits, conducting performance evaluations, and providing on-going informal performance feedback.

3. Administration

Oversee and execute the administration of the church through appropriate staff, lay leadership teams, and consultants (as needed). Ensure the completion of business, facility, and logistical support functions through staff and volunteers. Responsibilities include:

- Serving as the chief financial officer providing oversight and direction in the large variety of financial functions of the church including: stewardship campaigns, cash flow, contributions, insurance, banking and financing, payroll, leases, budget development and administration.
- Overseeing campus development to ensure future facility acquisitions and expansions are consistent with the vision and values of your ministry strategy. Providing oversight to property purchases and leases and the design, construction and operations of existing and future facilities.
- Ensuring the church's technology infrastructure creates efficiencies and allows for continued ministry growth and innovations. Primary technology systems include but are not limited to church management solutions, accounting software, computer network, telecommunications and technology systems to support the creative arts.

4. Marketing and Communications

Responsible for protecting and promoting [Church Name's] unique identity or "brand" through internal and external communications. Ensure that the message is communicated with quality and creativity and with the primary target, the unchurched, always in mind.

- Assisting the SP and creative team with packaging and promoting message series.
- Giving direction to marketing and public relations activities (through staff and volunteers).
- Reviewing communications guidelines and monitoring print and Web communications to make sure the message stays focused and consistent with [Church Name's] vision and values.

5. Reproducing the Church

Recognizing that God is positioning [Church Name] to impact people's lives beyond [City], the XP will actively pursue opportunities to expand ministries under the direction of the SP to reach more people for Jesus. This is accomplished by:

- Develop a growth strategy that leverages existing resources and prepares for future expansion.
- Working with the SP to partner with organizations to equip and invest in church planting initiatives out of [Church Name].
- Supporting the SP in developing resources that help staff and lay leaders increase the impact of their ministry.