## Job Description

**Job Title** Executive Pastor

**Reports to** Senior Pastor

**Status** Full-time, Exempt

**Major areas of responsibility:**

1) Oversee all administrative and support staff

* Establish policies and procedures to guide staff in expectations of church employees
* Coordinate hiring and termination processes for support staff
* Negotiate and oversee implementation of all employee benefits

2) Manage budget and financial operations

* Coordinate budgeting process, collecting individual ministry budgets and presenting the complete budget for finance committee and congregational approval
* Track financial activity throughout the year, monitoring actual expenses vs. budget and ensuring expenditures do not exceed revenue
* Monitor special funds, ensuring that they are used as designated and not mixed with general expenses
* Oversee accounts payable and payroll processes

3) Oversee all property issues

* Approve all insurance and maintenance contracts
* Ensure custodial staff are scheduled for all meetings hosted by the church
* Approve all structural or permanent cosmetic changes to the building or grounds
* Approve equipment purchases and long-term equipment leases

4) Actively participate in the life of the church and its members

* Attend worship services weekly, assisting in leading as requested by the senior pastor
* Build and maintain relationships with adult peers for the purpose of personal edification and accountability
* As time allows, participate in community events

# Key skill requirements

1) Understanding of non-profit financial issues and ability to manage multi-department budget

2) Ability to encourage and manage people

3) Basic understanding of employment and tax laws related to religious non-profits

4) Ability to function as team member in multi-staff church context

5) Understanding of and ability to communicate the role of administration in ministry

### Education and experience requirements

1) Bachelor’s degree or equivalent experience in office/administration roles

2) Two years of experience in management of people

3) Demonstrated personal moral and ethical purity and a life consistent with the requirements of a church leader as described in 1 Timothy and Titus

**Requirements for all staff**

* Keep regularly scheduled office hours as agreed with supervisor
* Cooperate with other staff members
* Follow work rules and procedures
* Take direction from supervisor
* So far as it depends on you, maintain healthy working relationships with all other church staff and volunteers

**Physical requirements**

* Ability to sit 50% of the time and work at a computer
* Ability to travel up to ten nights per year for conferences and training