

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