

EXECUTIVE PASTOR

The executive pastor is responsible for day-to-day church management and operations and will assist the senior pastor as needed with the ministry of the church.

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| Ministry Area/Department | General staff/administration |
| Position | Executive pastor |
| Accountable To | Pastor |
| Ministry Target | Church in general |
| Position Is | Paid staff |
| Position May Be Filled By | Church member (depending on the denomination) |
| Minimum Maturity Level | Solid, very mature Christian |
| Spiritual Gifts | Administration • Exhortation |
| Talents or Abilities Desired | Good organizational skills • Ability to teach or preach in pastor's absence • Ability to lead others |
| Best Personality Traits | Leader-dependable • Expresser |
| Passion For | Assisting the senior pastor in leading the church |
| Length of Service Commitment | Two years minimum |

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** forty hours a week, off on Saturday and one day during week, except for emergencies and special occasions
2. **Participating in meetings/training:** one hour minimum a week

RESPONSIBILITIES/DUTIES

1. Manage the church and church staff on a daily basis.
2. Conduct staff training and deal with personnel issues; report concerns to the senior pastor.
3. Ensure implementation of church policies and procedures.
4. Assist senior pastor in overseeing the ministries of the church; keep regular contact with ministry directors.
5. Preach in senior pastor's absence and on other occasions when asked by the pastor.
6. Pray for and support the senior pastor. Recommend solutions to ministry problems.
7. Participate in staff meetings and leadership training sessions.

8. Participate in visitation and outreach.
9. Help develop and oversee departmental budgets and monitor church budget.
10. Develop and recommend strategies for growth and program improvement.
11. Give final approval of church advertisements and printed materials.