

# FIRST CHURCH

## Job Description

<b>Position Title:</b>	Executive Pastor	<b>Department:</b>	Executive
<b>Reports To:</b>	Lead Pastor	<b>Level:</b>	Senior Lead
<b>Ministry Team:</b>	Multiple Teams	<b>Classification:</b>	Minister
<b>Hours Per Week:</b>	40+	<b>Status:</b>	PFT

<p><b>Overall Responsibilities:</b> Provide leadership and management to senior leads, ministry staff, support staff, campus teams and the people to whom they minister, providing them with the best opportunity to become fully-developing followers of Christ. The XP relieves the Lead Pastor of administrative details and functions as the operational executive in day-to-day work and ministry.</p>
<p><b>Key Tasks &amp; Responsibilities:</b></p> <p><b>Direct Responsibility for:</b></p> <ul style="list-style-type: none"> <li>• Staff mentoring, coaching and pastoring</li> <li>• Staff leadership, spiritual and professional development</li> <li>• Leading total church growth responsibilities, including evangelism, worship, community and service</li> <li>• Leading staff to develop both individual and team goals and objectives for their ministries, creating processes for evaluation and procedures for accountability</li> <li>• Oversee church budgeting, finance, human resources, facilities and operations</li> <li>• Other areas as assigned by the Lead Pastor</li> </ul> <p><b>Supervisory Responsibility for the following ministries, and positions &amp; programs for which each is responsible:</b></p> <ul style="list-style-type: none"> <li>• Worship Pastor</li> <li>• Discipleship Pastor</li> <li>• Global Missions Pastor</li> <li>• NextGen Pastor</li> <li>• Campus pastors</li> <li>• Human Resources Director</li> <li>• Finance Director</li> <li>• Building Services Director</li> <li>• Counseling Center Director</li> </ul>
<p><b>Skills &amp; Attributes:</b></p> <ul style="list-style-type: none"> <li>• Leadership skills (including the ability to recruit and develop others)</li> <li>• Management ability (including budgeting and supervising others)</li> <li>• Strong work ethic</li> <li>• Commitment to excellence</li> </ul>
<p><b>Experience Required:</b></p> <ul style="list-style-type: none"> <li>• 10+ years experience as Executive, Associate or Education Pastor at churches or companies with multiple direct reports</li> <li>• Bachelor's degree required, Master's degree preferred</li> </ul>

<b>Position currently held by:</b>	
<b>Supervisor:</b>	
<b>Last Updated:</b>	3/20/2016