

**Mission:** See people changed by the gospel and living out their Christ-centered purpose

**Strategy:** Lead the church to #seetoit through regular participation in worship, community and service

**Position Title:** Executive Pastor

**Position Objective:** 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.

**Reports To:** Lead Pastor

**Performance Evaluations Performed By:** Lead Pastor

**Responsibilities:**

	%/Wk	Hrs/Wk
<p><b>TEAM LEADERSHIP</b></p> <ul style="list-style-type: none"> <li>• Provide direction and resources to church financial operations, ensuring the budget is consistent with church vision, mission and strategy</li> <li>• Supervise the church staff team, overseeing the development of their personal skills as leaders and encouraging effectiveness in carrying out assigned tasks</li> <li>• Lead team members to develop, implement and be held accountable for professional and ministry goals</li> <li>• Serve as staff leader in a collaborative, team-based environment</li> <li>• Lead Senior Team Meetings each Monday at 1:30 p.m. in a collaborative total church growth effort focused on evangelism, worship, community and service</li> <li>• Lead Campus and Global Team Meetings each Tuesday at 9:15 a.m. to coordinate and evaluate departmental wildly important goals</li> <li>• Lead full Staff Team Meetings each Tuesday at 8:15 a.m. to pray for church needs and communicate ministry plans and information</li> <li>• Provide ministry updates and leadership to the Deacon Team in regular Sunday meetings</li> </ul>	60%	33 Hours
<p><b>MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>• Assist the Lead Pastor with ongoing church activities, ministry projects and special events.</li> <li>• Lead in personnel issues, hiring, training, restoring and terminating ministerial staff, leadership team members and support staff</li> <li>• Work with volunteer church leaders and direct reports to project and evaluate short and long-term ministry needs</li> <li>• Oversee annual MAP and monthly coaching sessions, leading team members to evaluate for wildly important goals, measures, action plans and professional development</li> <li>• Supervise and lead staff members and ministry teams to embrace church vision and strategy</li> <li>• Lead staff and volunteer leaders in budget and project management, event planning and evaluation, ministry growth strategies, leader development and focused evangelism strategies</li> </ul>	30%	17 Hours
<p><b>PASTORAL</b></p> <ul style="list-style-type: none"> <li>• Provide leadership to protect church unity</li> <li>• Connect with ministry volunteers weekly with a public presence at church events</li> <li>• Devote time to pastoral care connections, including relationship building, needs assistance, prayer, hospital visitation and funeral visitation</li> </ul>	10%	5 Hours

**Other Expectations:**

- God connection emphasis (daily devotion, weekly worship attendance, regular scripture study & memorization)
- Support church mission, vision and strategy by regular participation in a LIFE group and a commitment to tithing
- During office hours:
  - Be available for meetings as planned
  - Maintain office hours (in conjunction with supervisor, determine appropriate quantity)
  - Supervisor and Ministry Assistant must be made aware of your whereabouts
- Expected Time Commitment – generally 45+ hours/week

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Signature

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Date 3/20/2016