

Executive Pastor

Ministry Description:

The executive pastor is the organizational leader of the church working under the direction of the lead pastor to implement strategic direction and optimize human resources. The executive pastor exists to carry out the vision and mission of the lead pastor and elders through discipling staff, developing strategies to create more efficiency, ensuring the church engages with its community, overseeing human resources, and assisting in the development of structure that facilitates future campuses.

Responsibilities:

Align Staff toward Mission and Vision –

1. Oversee key staff to ensure ministry alignment with vision and mission of church during staff meeting and also individually.
2. Bring out the best in church staff through equipping and leadership coaching.
3. Create a strategy to measure key staff outcomes so as to maximize gifting and promote accountability.
4. Develop and execute, a budget that aligns to the vision and mission.
5. Work with ministry lay leaders to plan their allocated budgets.
6. Attend elder meetings when needed.

Streamline Administration to Create Efficiency–

1. Observe, analyze, and create a strategy for the overall staff to be more efficient in their time management.
2. Observe, analyze, and create systems by which communication can be more efficient between church staff, congregation, and elder board.
3. Oversee the churches ministry calendar and strategically align ministries so that they are working toward the vision, values, and mission of the church.

Community and Missions engagement to align with vision–

1. Oversee, develop, and measure success of annual church outreach events.
2. Lead the staff and lay ministers in planning outreach events.

3. Continue to measure and adjust the effectiveness of outreach ministries so they will not necessarily be “event” based, but will accomplish the task of encouraging our people to love their neighbors.
4. Oversee the missions budget and missions lay ministry team.

Oversee Staff Operations–

1. Oversee and manage all staff hours of operation.
2. Oversee key staff job descriptions and evaluations.
3. Oversee all vacation and sick leave requests.
4. Design, develop, and maintain a staff benefits package.

Site Development and Campus Planning–

1. Oversee the development of the Lazy Mountain Campus so that the property and the buildings can be used to their utmost ability.
2. Co-design a church campus/planting strategy with the Lead pastor and the elder board
3. Assist in developing leadership for campus plant.

Teaching

1. Collaborate with Lead Pastor and preaching team to teach when necessary.
2. Teach lay ministry teams as needed.
3. Be the Interim Pastor in case lead pastor becomes incapable of fulfilling his duties. This could include scheduling teachers as opposed to being the main teacher.

Expectations:

1. Keep same office hours as the rest of the staff.
2. Attend weekly Sunday services and provide pastoral support unless the Sunday corresponds to training, sick days, or vacation.
3. Keep confidentiality and operate with a spirit of truth and love.
4. Fulfill additional responsibilities as required by Lead Pastor

Reports to:

Lead Pastor

Works with:

Administrative Assistant, Lead Pastor, Youth Director, Media Director, and Children’s Director.

Compensation:

This is a salaried position that averages about 40 hours to 60 hours per week. Salary range is commensurate with responsibilities and TBD based on experience. Paid holidays are: New Years Day, MLK Day, Presidents Day, Easter, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, and Christmas Day. It is understood that if you cannot take these days off because of ministry, then you can take off another day of the week in the same 7 day time frame that the holiday occurred.

Vacation benefits are as follows:

0-5 years= 2 weeks paid/ 1 week leave of absence

6-10 years=3 weeks paid/ 1 week leave of absence

11-15 years=4 weeks paid/ 1 week leave of absence

16+ years=4 weeks paid/ 2 weeks sabbatical/ 1 week leave of absence