

Executive Pastor

Every church is led by a pastor or pastors. The pastor's role is to shepherd the flock, feed them, and guide them. However, it is not possible for one person to shepherd a large number of sheep. There has to be some delegation of authority. Spreading out roles and responsibilities reduces the burden on the pastor's shoulders. Moreover, delegation of authority also makes the lead pastor accountable to the other pastors in the church. The lead pastor's primary responsibility is teaching, vision casting, and shepherding.

Principle Function

The executive pastor is to assist the lead pastor in implementing the vision of the church as well as helping to get the work done efficiently and quickly. Under the direction of the lead pastor, he is to co-ordinate and organizes the programs of the church, in line with the established goals and work towards maximizing the effectiveness of the overall program(s) of the church.

Spiritual Qualifications

- Demonstrate an unquestioned and vital commitment to Jesus Christ as Savior and Lord.
- Be thoroughly evangelical in faith, doctrine and practice.
- Have a personal character and lifestyle that is acceptable in accordance with 1 Timothy 3.

General Ministry Skills

- communicate effectively and comfortably in front of large groups of people
- develop and equip people for ministry
- motivate and organize people for effective ministry
- exercise diplomacy and flexibility
- perform general pastoral duties including preaching/teaching, weddings, funerals, crisis counseling, and hospital/homebound visitation

Character and Personality Traits

- A loving heart and a servant spirit
- Confidence in self and others
- Warm and relational personality
- Faithful in responsibilities by working hard and striving for excellence
- Willing to support and maintain unity with other leaders
- A team player and builder
- A self-starter and learner
- Humble, flexible, teachable and trustworthy

- Authentic and consistent spiritual walk and relationships
- Strategic thinker
- Good motivator

Duties and Responsibilities

1. Assist in the preparation of the church budget and its management. (This will be done under the lead pastor's guidance and in consultation with appropriate teams and staff members.)
2. Develop church policies, along with the lead pastor and leadership team. These policies must be in agreement with the overall vision of the church. This would also include administrative duties of the Christian school.
3. Assist all ministry teams in fulfilling their assigned mission and tasks by helping with their planning and budgeting processes; identifying volunteers and providing resources; and helping resolve any interpersonal conflicts.
4. Oversee the recruiting, selection, training, development, evaluation, repositioning and dismissal of present and future staff. When hiring pastoral positions, the Executive Pastor should also seek concurrence from the leadership team.
5. Recommend human resource policy and compensation guidelines for the leadership team.
6. Coach, support, motivate and mobilize staff and other members of the congregation through recognizing individual strengths, delegating responsibility and maintaining reasonable oversight. This will include assisting in the recruiting and training of these leaders in their respective responsibilities.
7. Oversee the development and implementation of an annual strategic plan and ministry plans.
8. Monitor and communicate the state of the ministry areas and staff responsibilities so that vision and direction are maintained and that pastors and staff (and other leaders) know how their part fits into the overall development of the church.
9. Look for new ways of organizing, operating or ministering that will increase the church's impact and influence for the kingdom of God. This should include learning from the best practices of other churches or organizations.
10. Make recommendations to the leadership team of things that need to be addressed for the future development of the church ministries.
11. Preach and teach as asked by the Lead Pastor and in other opportunities as the Lord leads.
12. Prepare for and participate in staff and team meetings.