

Ebenezer Baptist Church
Executive Pastor Job Description

Classification

Exempt

Reports to

Senior Pastor

Date

November 2017

JOB DESCRIPTION

Executive Pastor Job Description

Summary/Objective

The Executive Pastor reports to the Senior Pastor and is responsible for the overall leadership and direction of church staff, leading all functional areas in the accomplishment of the church's mission. This includes weekly operations, strategic planning, administration, ministry management and oversight of pastoral care.

Essential Functions

1. Support the senior pastor in carrying out his vision for the church by giving sustained and systemic attention to strategic ministry objectives, church-wide ministry mapping and planning, the development and implementation of processes for effective ministry evaluation and regular reports on progress as well as recommendations for next steps.
2. As "chief of staff," lead the ministry, administrative and facilities management staff in the establishment and ongoing direction of the ministries that effectively reach the church's current and target demographics, ensuring the accomplishment of annual goals for evangelism, spiritual formation and outreach.
3. Ensure the operational readiness of the church through leadership and oversight of the support staff performing duties in administration, social media outlets and overall web presence as well as supply and facilities management.
4. Facilitate the annual strategic planning process, including evaluation of ministry performance; review of mission, vision, and core values; and the development of key objectives and tactics; and the establishment of two-year goals.
5. Establish and maintain a set of key performance measures (KPMs) that provide the senior pastor and church staff with data on the effectiveness of all functional areas of ministry within the church.

6. With strict directives from the pastor, implement infrastructure and uniform operational procedures for all ministries in the church, leadership and succession planning and change management for healthy, long-term growth of the church.
7. Conduct staff meetings in the absence of the pastor. Staff meetings will be designed for the purposes of team-building, equipping, transfer of vision, and ministry coordination.
8. Translate the strategic plan into the annual staff-operating plan. Ensure that department and individual goals and priorities match church-wide goals and priorities.
9. Identifies where systems and procedures are needed to improve the effectiveness and efficiency of the staff.
10. Pastoral Care duties include Premarital counseling, weddings, baptisms, and funeral service coordination, Sunday and special days (revival, etc.) pulpit associate ministry oversight, Special Worship service Coordination, Peaching as assigned by the senior pastor, teach Midday Bible Study and Ebenezer Transportation Ministry oversight.

Other Duties

Other duties as assigned by the Senior Pastor. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Preferred Education and Experience:

- 5 years leadership experience in a church, business, or nonprofit organization
- Seminary or divinity school education at the Master's Level
- Ordained Minister
- Bachelor or Master's degree in business, administration, management or law, degree in organizational leadership or non-profit management a plus

Work Authorization/Security Clearance

Clear Background Screen

