[](http://www.ecfa.org/ToolsAndTemplates/Tool_18_Job_Descriptions_TopLeader_BoardChair.pdf)Sample

**BONUS: Executive Pastor Job Description**

# Overview

The Executive Pastor is to provide vision, support, and coordination of all ministries. This person will function as the chief administrator of multiple staff. This person is responsible for the establishment of priorities and the orderly implementation of approved activities and plans. This person is a voting member of the elder board and is a member of the Pastoral Leadership Team.

# Responsibilities

## ***Administration***

* Primarily responsible for leading the search for unﬁlled staff and volunteer positions.
* Serves as supervisor for all staff, with the exception of the Pastoral Leadership Team.
* Serves as supervisor for all non-pastoral staff to ensure that their efforts cohere with the mission of the church and that they have the share of resources they need.

## ***Coordination***

* Coordinates all seminars and conferences related to the further development for church leaders and staff.
* Oversees budget planning and monitors ﬁnancial performance to ensure that expenses stay within budget.
* Coordinates all activities associated with growth of all ministries and facility expansion.
* Coordinates communication of plans and vision to the congregation.
* Coordinates any ministries that do not have direct pastoral oversight.

## ***Implementation***

* Serves as a member of the Pastoral Leadership Team (PLT), which provides vision planning for all Staff led and Board approved actions.
* Oversees the implementation of the PLT actions so that communication, harmony and faithfulness to the vision prevail.
* Mentors the appropriate staff as necessary to assure staff cooperation, unity, effectiveness and efﬁciency.
* Monitors the appropriate staff expectations, goals and training.
* Assures that all ﬁnancial reports and activities are managed properly and in a timely manner.

# Reporting and Reviews

The Executive Pastor is accountable to the Senior Pastor.

# Qualifications

## ***Beliefs***

* Knows Christ as personal Savior and Lord and is willing to testify accordingly.
* Agrees with the Statement of Faith, the Church Covenant, and the Biblical Principles for Christian Living as written in the Constitution.

## ***Character***

* Has unchallenged mature Christian character.
* Has demonstrated ability to work with many different types of people.
* Has the ability to communicate with sensitivity.
* Has relationships with his family, associates and friends that honor the Lord.

## ***Competency***

* A strong organizer
* A good people manager
* Detailed in follow through
* Able to motivate others, both staff and volunteers.
* Able to coordinate many ministries to maximize their effectiveness
* Self-motivated
* Able to develop professional skills in others
* Accountable

# Education and Experience

Must have prior full-time ministry experience in a local church. An advanced degree from an acceptable seminary or educational institution is preferred.