

FIRST BAPTIST CHURCH PELHAM

LEADERSHIP POSITION DESCRIPTION

Position Title: Executive Pastor
Reports To: Senior Minister
Date Prepared/Revised: October 21, 2022

Principle Function

The Executive Pastor shall be directly responsible to the Senior Pastor for (1) implementing the Vision of the Church, (2) supervision and direction of the day to day operations of the staff and ministries of the church, (3) administration of the church budget and oversight of all financial matters of the church, (4) evaluation, implementation and maintenance of the comprehensive educational ministries of the church.

General List of Responsibilities

Operations:

- Church Programs, Activities & Events
 - Coordinate all planning, administration, scheduling of church programs, activities, and special events. This includes supervision and maintenance of the master church calendar of events and any reconciliation of program conflicts, which may develop on staff or organizational levels.
- Adhere to church approved guidelines as set forth in FBC Pelham's Constitution and Bylaws and as well as the Personnel Policy Manual.
- Staffing, Budgeting & Employee Reviews
 - Assist the Personnel Committee regarding staffing and budgeting issues as well as administering performance reviews.
 - Ministerial Staff Objective and Goals Evaluation:
 - Formulate with each staff minister, prior to beginning of church year, a set of objectives and goals relative to their specific ministry and/or position tasks for the year.
 - Conduct quarterly evaluation sessions with each minister, relative to progress toward such objectives and goals. Evaluate all program area goals/actions in alignment with the church mission statement.
 - Work closely with all staff ministers in resolving conflicts, which may occur from time to time.
 - Staff Personnel
 - Supervise ministry assistant personnel and prepare appropriate employee appraisals as directed by the Personnel Committee.

- Supervise Financial Administrator and prepare appropriate employee appraisals as directed by the Personnel Committee.
 - Supervise maintenance personnel and food service operations, preparing appropriate employee appraisals as directed by the Personnel Committee.
 - Supervise the data processing functions of the church.
 - Administer the employee benefit program in accordance with the Employee Handbook as approved by the Personnel Committee.
 - Maintain all personnel files in accordance with church policy as well as federal, state and local laws.
 - Assist the ministerial staff in balancing the ministry assistant workload.
 - Make appropriate recommendations to the Personnel Committee.

- Serve as Staff Liaison for major ad hoc committees as assigned.
- Assist Nominating Committee in recruiting and enlisting needed workers for all ministry areas.
- Work with the Nominating Committee to ensure that all committees are organized and functioning including the preparation of position descriptions for each committee and ministry team.
- Supply articles on a periodical basis for use in FBC Pelham publications relating to your responsible area of ministry.
- Cooperate with the Senior Pastor, Deacons and other staff members in promoting the entire ministry plan of FBC Pelham.
- Integrate the various ministries of FBC Pelham in an effort to accomplish the church's mission as outlined in the purpose statement.
- Leadership:
 - Assist the Senior Pastor in leading the church and proclaiming the gospel for the church and the community.
 - Lead congregational services as required.
 - Assist the Senior Pastor with coordinating and evaluating congregational services.
 - Serve as an effective staff liaison to assigned Ministry Teams and/or Standing Committees

- Legal
 - Ensure compliance of all applicable governmental regulations and requirements.
 - Coordinate, research, and evaluate financial commitments and contracts and compliance.
 - Work with the church's legal counsel should any legal action be brought against the church.

- Facilities
 - Direct the maintenance program of the church and work with the Facilities Manager to establish a maintenance and housekeeping schedule.

- Responsible for the safety, security, and new construction of the church buildings and grounds. This includes compliance with fire and safety codes, parking, and traffic flow. Work with the Risk Management Committee.
- Work with Financial Administrator to annually evaluate the insurance needs of the church and present findings to the Risk Management Committee.
- Maintain an inventory of church property and equipment.

Finances:

- Oversee administration of church benevolence fund. Meet with appropriate individuals, take appropriate actions, and using extreme judgment and discretion. Provide monthly report to the Senior Minister of related activities.
- Provide oversight to all financial matters of FBC Pelham.
- Work with the chairman of the Finance Committee in promoting the annual stewardship program of the congregation. Promote a year round stewardship emphasis.

Education:

- Give oversight and coordination in implementing the Strategic Ministry Plan as adopted by the church.
- Education
 - Plan, conduct and evaluate a comprehensive ministry for Christian education. Include curriculum research with staff for Sunday School, Discipleship training and all other training and development.
 - Serve as advisor to all teachers, staff and Sunday School Administrators.
 - Lead the Church in awareness of the educational and curriculum materials available.

Other general responsibilities

- Be available for counseling of church and nonchurch members as needs arise.
- Regularly participate in church-sponsored missions activities.
- Perform other duties and assignments as requested by the Senior Pastor.

Basic personal responsibilities

- a. Maintain a vital and growing personal walk with the Lord through committed Bible study and prayer.
- b. Maintain proper priorities in your home and be a spiritual leader to your spouse and children, if married.
- c. Develop personal evangelism opportunities within and outside the church.
- a. Financially support the work of ministries of FBC Pelham by faithfully giving at least 10% of your gross income. Maintain wise stewardship measures over the remaining 90%.

Beliefs and Training

- Acknowledge Jesus Christ as personal Lord and Savior.
- Believe in the inerrant word of God.
- Fully support the 2000 Baptist Faith and Message
- Realize that performance, dedication and attitude are under the observation of both mature and weak Christians, as well as unbelievers. Ensure that all actions reflect honorably on Christ and the Church.
- Must be called by the Holy Spirit to serve in this office and be trained or have documented experience to serve in the capacity to which called.
- Must be skilled in personal evangelism.
- Must have ability to deal effectively and tactfully with church personnel, members and the general public.

Requirements

- Seminary Degree
- At least 2 years of successful, full-time experience in a similar position.