FIRST CHURCH

**Job Description**

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| **Position Title:** | Executive Pastor | **Department:** | Executive |
| **Reports To:** | Lead Pastor | **Level:** | Senior Lead |
| **Ministry Team:** | Multiple Teams | **Classification:** | Minister |
| **Hours Per Week:** | 40+ | **Status:** | PFT |

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| **Overall Responsibilities:** Provide leadership and management to senior leads, ministry staff, support staff, campus teams and the people to whom they minister, providing them with the best opportunity to become fully-developing followers of Christ. The XP relieves the Lead Pastor of administrative details and functions as the operational executive in day-to-day work and ministry. |
| **Key Tasks & Responsibilities:** **Direct Responsibility for:*** Staff mentoring, coaching and pastoring
* Staff leadership, spiritual and professional development
* Leading total church growth responsibilities, including evangelism, worship, community and service
* Leading staff to develop both individual and team goals and objectives for their ministries, creating processes for evaluation and procedures for accountability
* Oversee church budgeting, finance, human resources, facilities and operations
* Other areas as assigned by the Lead Pastor

**Supervisory Responsibility for the following ministries, and positions & programs for which each is responsible:*** Worship Pastor
* Discipleship Pastor
* Global Missions Pastor
* NextGen Pastor
* Campus pastors
* Human Resources Director
* Finance Director
* Building Services Director
* Counseling Center Director
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| **Skills & Attributes:** * Leadership skills (including the ability to recruit and develop others)
* Management ability (including budgeting and supervising others)
* Strong work ethic
* Commitment to excellence
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| **Experience Required:** * 10+ years experience as Executive, Associate or Education Pastor at churches or companies with multiple direct reports
* Bachelor’s degree required, Master’s degree preferred
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| **Position currently held by:** |  |
| **Supervisor:** |  |
| **Last Updated:** | 3/20/2016 |