

CARMEL BAPTIST CHURCH
Position Description

Executive Pastor

Ministry Area:	Lead Team
Reports to:	Senior Pastor
Supervises:	Lead Team, Wee School Head of School, Communications Director, Executive Assistant
	FLSA: Exempt

SUMMARY OF THE BASIC FUNCTION

Assist the senior pastor in implementing the mission and vision of the church by coordinating and administrating the church ministries and church ministerial staff (hereafter referred to as “team”). Supervise the team and oversee the ministries of the church so that the Senior Pastor can continue his main responsibility of “prayer and the ministry of preaching” (Acts 6:4).

GENERAL QUALIFICATIONS

Knowledge: A minimum of a Master’s degree from a Southern Baptist seminary or the equivalent is required. A strong biblical foundation and a thorough knowledge of church administration and contemporary ministry strategies are required. The pastor should have a deep, spiritual walk with the Lord and his life should show evidence of that.

Experience: A minimum of five years experience in church-based ministry is required. A minimum of ten years of experience in organizational administration and supervision of staff, in a ministry-based organization, is preferred. Experience in leading a large and growing church ministry is preferred.

Skills: Must demonstrate exceptional organizational and leadership skills. Must be able to communicate effectively in large and small groups and to develop consensus and unity among team members and lay-leaders. Specific abilities: to plan, program, and execute ministries and activities; to coordinate ministry with the total ministry of the church; to be a wise mentor and decision-maker; to be a consensus builder; to set goals and assess needs within various church ministries; to establish and maintain a personnel budget.

Physical Demands/Work Environment: Must be able to sit at a desk at least 50% of the time. Must be able to lift 25 pounds. Must be able to ambulate from one end of the campus to the other, including up and down stairs leading to the baptistery.

Mental Requirements: Must possess a positive attitude. Must be able to work well under pressure and prioritize tasks in a multi-task environment.

SCOPE OF AUTHORITY

Oversee the church ministerial team through supervision of lead team members. Ensure the ministerial teams are aligned through budget planning, short-range and long-range ministry planning, facility planning and ministry staffing. Implement the vision of the senior pastor and work with the elders and committees to accomplish the church's mission.

ESSENTIAL FUNCTIONS

- Administrator
 - Lead and organize the team and operations to optimize efficiency and effectiveness in carrying out the vision of the church.
 - Lead the team in on-going calendar planning and resource allocation (facilities).
 - Meet with the team to coordinate ministry activity.
- Catalyst
 - Lead the team through major church initiatives such as ministry development and campus extensions.
 - Assist the senior pastor with implementing the vision for the church by working with and guiding the team, elders and lay leadership.
- Mentor
 - Serve as liaison to the personnel committee to assist with personnel budgets, team hiring/dismissal, policy development and team evaluation methods. Work with Personnel Committee in forming search teams for pastoral and ministerial positions. Serve as needed on these teams.
 - Guide, coach, supervise and pray with the team
 - Train committee chairs to help them with their responsibilities.
- Minister
 - Guide the church's strategy for moving people through the discipleship process (A.B.L.E.). *Abide with Christ to **B**uild relationships and **L**ive the gospel with **E**verything.*
 - Maintain a personal walk with God including prayer and Bible study in order to serve the Lord and the congregation out of personal devotion.
- Overseer
 - Assist the senior pastor with carrying out the mission of the church. Ensure alignment of the church's ministries with the mission, vision and values of the church.

- Work with the senior pastor, elders, team, and committees to develop short-term and long-term strategies regarding ministry, finances and personnel.
- Meet monthly and serve with the Elder Leadership Team.
- Oversee the Carmel Christian School and Wee School ministries. Work with the CCS ministry to provide assistance in discipling students.