Executive Pastor

Revision Date:	1/09/2024	FLSA Status	FT / PT Exempt / Non-Exempt
			Exempt / Non-Exempt
Reports to:	Senior Pastor	Relates to:	

Position Summary: The Executive Pastor is responsible for leading, strategic planning, human resources, finances, recruitment, and all functional activities to ensure alignment with the mission and vision of First Baptist Church College Station. In addition, the Executive Pastor shall lead the church in planning, conducting, and evaluating a comprehensive process of discipleship in conjunction with the Senior Pastor.

Essential Duties:

1. Management Functions	% of Time		
 Oversees human resources and financial matters for all ministries of the church. 			
 Assists with employee development and mediation. 			
Remains up-to-date on human resource matters and implements changes as			
necessary.			
Provides leadership and oversight to direct reports			
o College Minister			
Student Minister			
Children's Minister			
o Financial Administrator			
o Building Superintendent	55%		
Works with all appropriate committees to review, create, and implement policies	3370		
and procedures to ensure the effective operation of the church.			
 Serves as the advisor to the ministry leaders for: Sunday morning Bible Study, 			
Discipleship training, Women's & Men's Ministries, resources, and supervises all			
benevolence ministries, including the Food Pantry.			
 Develops and implements strategic plans and long-term goals in collaboration with 			
the Senior Pastor and church leadership in regards to the overall scope of			
operations.			
 Works in conjunction with the Senior Pastor to develop and implement necessary 			
process improvements.			
process improvements.			
2. Pastoral Functions			
 Coordinates and unifies the various church ministries around the mission, vision, 			
and core values of the church to avoid conflict, duplication, and overlap.			
Develops and administers a church-wide outreach and visitation program.			
Oversees development of special training events for adults in the church in			
cooperation with other age-graded ministries.			
Works with all age-group ministries to select the most suitable teaching materials	20%		
available.			
 Selects, enlists, teaches, and oversees training teachers and leaders for adult 			
groups.			
 Promotes and directs Bible study leader training. 			
Preaches when requested by the Senior Pastor.			
3. Administrative Functions			
 Processes forms for new employees and maintains personnel files. 			

 Assists the church trustees in legal and business matters. 		
 Develops annual comprehensive budget proposals with the Financial 		
Administrator for use by the Budget and Finance Committee.	15%	
 Provides oversight for the insurance and risk management needs of the church. 		
 Supervises the maintenance and upkeep of the church computer systems and service contracts, including all hardware, software, and licenses. 		
 Serves as staff liaison to the Properties Committee and Personnel Committee; attends the Budget Committee meetings as needed. 		
 Prepares and presents reports as necessary for/to staff, committees, and church. 		
Oversees the accurate recording of attendance and membership records.		
4. Miscellaneous Duties		
 Serves the church family as part of the ministerial staff by personal witnessing, counseling, hospital visitation, and ministry. 		
 Exercises initiative and judgment in responding to problems or complaints promptly, courteously, or, if unable or unqualified to assist, promptly refers to the 	10%	
appropriate party.		
Communicates the Gospel with confidence.		
 Performs other duties as assigned. 		

The physical demands and environmental factors listed below as well as regular attendance are also essential functions for this position.

Physical Requirements:

- Position involves prolonged standing, sitting, walking, reaching, twisting, pushing, pulling, kneeling, bending, talking, and listening.
- Lifting materials (up to 25 lbs).
- Work tasks are conducted indoors and outdoors.

Required Qualifications:

- Masters degree in Business Administration/related field or Ministry field; or, equivalent work experience
- Minimum of 3 to 5 years experience in a similar position
- Prior supervisory and managerial experience
- Excellent written and verbal communication skills to a variety of audiences
- Vigilant in understanding the need for confidentiality; utilizes discernment and godly wisdom
- Competent with various forms of computer software and applications
- Excellent team player who cooperates with church staff and volunteers
- Able to work well with others in a team setting and adapt to new circumstances as they arise
- Able to work at a fast pace within a variety of settings and circumstances
- Attention to detail and organization
- Ability to work independently and cooperatively
- Willing to seek information, training, and resources as needed

Preferred Qualifications:

- Prior experience in church business administration
- Human resource management experience

Reviewed by:	
Employee:	Date:
Supervisor/FBC Representative	Date: