

Executive Pastor of Leadership Job Description

| | |
|---------------------------------------|--------------------------|
| Position Title | Ministry Team |
| Executive Pastor - Leadership | Leadership |
| Supervisor Position Title | Employee Category |
| Senior Pastor | Pastoral Staff |
| Status/Classification | Weekly Hours |
| Regular Full-time/Ministerial, Exempt | 40 |

Position Summary:

The Executive Pastor of Leadership partners with and supports the Senior Pastor to carry out the vision and mission of Trinity Bible Church (TBC) as affirmed by the Elders. Responsible for overall staff leadership development and oversight of TBC's Facilities, Finances, Human Resources, Communications, Worship and Missions. Manages and leads in a manner that is consistent and complementary to the Senior Pastor's shepherding of staff and the congregation.

Essential Duties and Responsibilities:

The essential functions include, but are not limited to the following:

- Lead/Co-Lead Executive Team in creating and implementing goals according to the vision and mission of TBC for designated areas of responsibility.
 - Develop strategies and goals that encourage spiritual growth of staff and congregation.
 - Evaluate data and recognize issues related to growth, spending, giving, communication, staffing, team dynamics, communication, facilities, and regulatory compliance.
 - Meet regularly to discuss current/ongoing issues and opportunities facing TBC
- Oversee assigned ministries and departments according to the direction set by the Senior Pastor
 - Support Worship and Missions pastors through evaluation and assessment of ministries
 - Work with ministry/department leaders to ensure policies and programs are administered in line with TBC's mission and objectives
 - Oversee budget/financial management for all assigned ministries/departments
 - Coordinate Staff Events including All-Staff Meetings, Staff Retreat, Leadership Dinners, etc
- Oversee financial management of TBC's property and assets, including development of proper controls and safeguards to protect assets
- Lead and oversee the development and implementation of TBC's annual budget
- Advise and assist with management of Human Resources
- Oversee church communications strategy to ensure consistency with TBC's mission/vision and brand standards
- Oversee legal/regulatory requirements of TBC

- Maintain healthy partnership and communication with Trinity Christian Academy
- Supervise direct reports in their leadership of assigned ministries and departments (Facilities, Finance, Human Resources, Communications, Worship and Missions)
 - Meet regularly to coach, develop, evaluate, and set goals
 - Conduct mid-year and annual performance evaluations
 - Promote staff values and ensure consistency with the mission and vision of TBC
- Support and partner with Senior Pastor on various needs
 - Research and develop initiatives assigned by Senior Pastor
 - Consult on matters related to assigned ministries/areas of responsibility
- Perform pastoral responsibilities as needed, including Pastor of the Day, teaching, preaching, weddings, pastoral counseling, funerals, etc.
- Perform other related duties as assigned.

Minimum Qualifications (Knowledge, Skills, and Abilities):

Education and Experience:

- Bachelor's Degree required; Master's degree preferred.
- 5-7 years related experience and/or training preferred leading a mid-size church staff and/or organization

Knowledge/Skills, Spiritual and Physical Requirements:

- Attention to detail
- Approachable
- Good listener
- Conflict resolution
- Effective communicator
- Solution oriented
- Developing leaders
- Keeping the peace
- Ability to read, analyze and interpret documents such as safety rules and procedure manuals
- Ability to write reports and correspondence with clarity
- Knowledge of internet, spreadsheets, budgeting, and word processing software
- An evident calling to pastoral ministry and ability to lead others toward spiritual maturity
- Regular involvement in Trinity Bible Church activities and events.
- Signed acknowledgement of Trinity Bible Church's Statement of Doctrine and Staff Lifestyle Agreement.
- Signed acknowledgement of policies and procedures as stated in Trinity Bible Church's staff handbook.
- Regularly required to talk, hear, walk, sit, reach with hands and arms, and use a keyboard.
- Specific vision abilities include close vision, distance vision, and the ability to adjust focus.
- Occasionally lift and/or move up to 25 pounds.

Licenses, Registrations, and Certificates:

- Pastoral Credential
- Current Driver License

Align with TBC's Staff Values:

- CALLING: Embrace an owner mindset (Ephesians 4:1-6)
- CHEMISTRY: Work as one (Romans 15:5-7)
- CHARACTER: Do what is right (Psalm 25:21)
- COMPETENCY: Bring your best (Colossians 3:23-24)

If you are interested in applying for this position, please email your resume to:
TBearden@TrinityBible.com