



## **EXECUTIVE PASTOR**

**Direct Report:** The Senior Pastor

**Scope:** The Senior Pastor is the preaching and directional leader of the church, and the Executive Pastor is the organizational leader. The Executive Pastor is responsible for implementing the directional leadership of the Senior Pastor. He will work closely with church staff, the four standing committees and the church's ministry teams to execute the business of the Church.

**Specific Areas of Responsibility:** The areas of responsibility for the Executive Pastor include: Legal, Personnel, Finance and Building and Grounds.

**Legal:** The Executive Pastor will ensure compliance with the Church's Constitution, by-laws, Operations Manual, Employee Handbook and any other regulations and requirements. He will coordinate, research, evaluate and enforce all contracts and financial commitments agreed upon by the Church. He will be responsible for maintaining, writing, issuing, and updating any document or manual that controls the operation and administration of the Church. He will work with the Church's legal counsel, when necessary. He will receive and be responsible for addressing any internal or external complaints received by the church.

**Personnel:** He will be responsible for the supervision of all Ministry staff, either directly or indirectly. He will supervise the accounting department and clerical support staff. He will conduct or ensure that annual performance appraisals are completed on all staff. He will maintain personnel files in accordance with church policy as well as federal, state and local laws. He will make appropriate recommendations to the Personnel Committee, as needed. He will assist the ministerial staff in balancing the workload. He will supervise the Internship Program of the Church.

**Finance:** He will serve as the staff liaison to the Finance Committee. He will coordinate the recommendation of the annual budget for approval. He will manage the cash-flow of the church. He will be responsible for the preparation of monthly financial statements and review with the Finance Committee. He will maintain relationships with financial institutions, administer banking arrangements and loan agreements, and invest the church's assets as approved by the Finance Committee. He will be responsible for all accounting functions and serve as the Church's purchasing agent. He will also oversee benevolence requests and those seeking assistance from the Church.

**Building and Grounds:** He will be responsible for safety and security on church grounds, including the routine maintenance and cleaning of all church facilities. He will review fire and safety codes, parking needs and insurance policies regularly. He will work closely with the Building and Grounds Committee.

**Other Duties:** As assigned by the Senior Pastor