

## **Executive Pastor Position Description Grace Church**

**REPORTS TO:** Senior Pastor, Nick Cleveland

The position of Executive Pastor at Grace Church requires the employee to perform the following ministerial functions, which are an integral part of his or her employment. These ministerial functions include, but are not limited to, leading and/or participating in staff devotions and/or prayer, sharing the Gospel with visitors or others when called upon to do so during the workday, and the written or verbal communication of biblical teachings.

**PURPOSE OF MINISTRY:** To implement the vision of Grace Church by leading from the second chair—strategically implementing the vision of the Senior Pastor by directing the Executive Leadership Team, building high performance teams, and fostering a culture of collaboration and spiritual growth to ensure the church's continued impact and growth.

### **POSITION DESCRIPTION:**

#### *Leadership:*

- Advise and partner with the Senior Pastor in fulfilling the mission & vision in unity.
- Assist the Senior Pastor in developing, supporting, and managing the strategy of the church.
- Lead and align the Executive Leadership Team to be a high performing team executing the vision together.
- Oversee the vision for and execution of all staff meetings, staff advances, and development opportunities.
- Assist the Senior Pastor and CFO in setting salaries and benefits for all staff.
- Represent the Senior Pastor as the senior leader of the church in his absence.

#### *Management:*

- Serve as the Executive Pastor and managing director of all staff.
- In partnership with the Senior Pastor, promote a healthy culture where Grace Church is the best place to work!
- Oversee the Executive Leadership Team members, coaching them to implement and carry out strategy and strategic initiatives throughout all teams and departments.
- Oversee the Campus Pastors in their responsibility to lead and replicate ministry on each individual campus.
- Demonstrate responsibility for the day-to-day operations of staff and any policies, procedures, and practices required to execute the mission and vision.

- Manage, delegate, coach, and assist with staff development and performance improvement plans.

*Pastoral / Educational:*

- Pursue excellence in ministry and humility of heart with a love first, lead second, always do both approach.
- Demonstrate the fruit of the Spirit.
- Continue appropriate educational opportunities to expand and deepen pastoral and theological training.
- Carry out any pastoral responsibilities needed for the church as agreed upon by the Senior Pastor.
- If applicable, be able to teach God’s Word accurately and effectively in different ministry contexts.
- Have a heart for people far from God and a drive to share the good news of the Gospel.
- Possess passion to empower leaders who invite, equip, and release teams to help people take their next step toward full devotion to Jesus Christ.

*Problem Solving & Innovation:*

- Apply a “whatever it takes” mindset to support the mission of Grace Church.
- Think strategically about systems, processes, and staff support.
- Be resourceful and proactive in creating efficiencies across departments.

**JOB REQUIREMENTS:**

- High level of confidentiality, integrity, and discretion.
- Strong relational skills and a team-centered mindset.
- Proficiency in Microsoft Office and general technical competence.
- Familiarity with church management systems (or willingness to learn).
- Ability to thrive in a dynamic, fast-paced ministry environment.

**SPIRITUAL RESPONSIBILITIES:**

- Demonstrates a consistent and devoted walk with the Lord.
- Evidences the qualifications for spiritual leadership found in 1 Timothy 3:1-7 and Titus 1:6-9.
- Actively champions the mission, values, vision, and strategy of Grace Church.
- Devotes appropriate time and care to family.
- Models humility, service, and Christ-like leadership.

**TIME COMMITMENT & COMPENSATION:**

- This is a salaried, benefited position.

**ETERNAL SIGNIFICANCE:**

- To strengthen the ministry and mission of Grace Church by faithfully managing the people, processes, and resources God has entrusted to us—creating a healthy and efficient environment for life change to happen.