

Job Description



Position title:	Executive Pastor	Reports to:	Lead Pastor
Exempt/non-exempt:	Exempt	FT/PT/Temporary:	Full time
Position overview: The Executive Pastor shall oversee and provide leadership to staff, and work with the Lead Pastor to shepherd and implement Trinity's mission and priorities through goal setting and implementation. This position will also ensure efficient operation of all building and office functions, giving oversight to church financial matters and business operations. This position is an extension of Trinity Church and its mission. (Matthew 22:37-39; 28:19-20; Ephesians 4:11-16; 1 Timothy 3:1-13; 1 Peter 5:1-4).			
Qualifications: <ul style="list-style-type: none"> • Must be a growing Christian, deepening his/her personal relationship with Jesus Christ and modeling this to others. (Matthew 22:37-39; 28:19-20; Romans 12:9-18). • An in-depth knowledge of the gospel, its implications in everyday life, and a commitment to making disciples who make disciples. (Romans 1:16-17; Matthew 28:19) • Agree with, is willing to abide by, and perform all job responsibilities in accordance with Trinity's vision, priorities, and Statement of Faith. (I Corinthians 12:12) • Experience in general business, management, and finance; general computer competence and experience with MS Office. • Ministry degree or 2 years' experience in related field. Seminary degree preferred. • Shall have, or be pursuing, credentialing with the EFCA within 3 years. • Must be a self-starter, able to work with minimal oversight, and have the ability to lead a team to accomplish goals. • Able to communicate well, both verbally and written, in a gracious manner. • Ability to speak in front of groups; ability to travel for visitation and conferences/training. • Attention to detail and well organized; willingness to grow in one's skill level through additional training. 			
Primary responsibilities:			
Staff Formation & Oversight <ul style="list-style-type: none"> • Help shape church and staff culture through healthy presence and effective communication that casts vision, creates unity, and advances the mission and priorities. • Provide leadership and oversight to direct reports (Pastors, Facilities Director, Administrative Director, and Refresh Manager), tending to both their spiritual health and professional development. • Lead all weekly Trinity staff meetings. • Management of ministry planning, development and execution. • Assist the Lead Pastor in life of the church events and religious practices (funerals, weddings, communion, baptisms, care visits, counseling, etc.). Manage the Operations of the Church <ul style="list-style-type: none"> • Develop, implement and oversee the annual budget process, providing detail to the Elders and preparing material for the congregation and staff. • Work with the Administrative Executive and Facilities Director in order to maintain efficient operations. • Properly maintain computer network, including equipment, programs, storage and backups. • Manage Trinity's office, including financial and Human Resources duties. • Comply with all Bylaw requirements regarding Trinity's annual meeting ensuring all material is available in a timely manner. • Ensure proper management of church permanent records. • Review equipment needs and negotiate contracts in coordination with Facilities Director. 			
Work environment: <ul style="list-style-type: none"> • Work in cooperation and maintain good relationships with Trinity staff, leadership, volunteers, and congregation. • Provide supervision and leadership to all staff, including direct reports. • Midweek, weekend and holiday hours are required. Occasional time off may be granted with prior approval. 			
Compensation: <ul style="list-style-type: none"> • This position is at-will and compensation will be based on experience, competency and responsibility. • Benefit information, if any, is available upon request, or will be provided when an offer of employment is made. • Resignation is requested in writing to the Lead Pastor at least four weeks prior to the date of effectiveness. 			