

Administrative/ Executive Pastor

Principal Function:

The Administrative /Executive Pastor is responsible to the [Senior] Pastor and Church for providing administrative leadership for the Church Staff; for leading the Church Staff to perform their assigned tasks; for using his skills in leadership, and meeting the needs of persons in the Church and community.

Responsibilities:

1. Coordinate and supervise all ministers and employees other than the [Senior] Pastor.
2. Lead the Church in planning, conducting and evaluating a comprehensive ministry to the Church and the community.
3. Coordinate and unify the various ministries to avoid conflict, duplications and overlapping.
4. Serve as coordinator, resource person and advisor to the committees and/or ministry teams of the Church. Coordinate and unify the various committees and/or ministry teams to avoid conflict, duplications and overlapping.
5. Maintain an adequate system of records.
6. Lead the Church in planning, conducting, and evaluating a comprehensive plan of business operation for the Church.
7. Give general direction to the week-day operation of the Church Office;
8. Supervise ministry assistants, administrative assistants and others secretarial- clerical workers as assigned.
9. Direct the maintenance program of the Church; work with the appropriate committee and/or ministry team to establish a maintenance schedule and a housekeeping schedule.
10. Direct the food service ministry of the Church; supervise the Manager of Food Service and Church Hostess.
11. Work with the Stewardship Committee in promoting the annual stewardship emphasis of the Church. Promote a year round stewardship emphasis.
12. Establish a financial record system for the Church and direct its operation.
13. Work with Property and Space Committee and architects on projecting and evaluating need for additional buildings.
14. Formulate an annual budget in consultation with the Stewardship Committee.
15. Evaluate periodically the insurance needs of the Church, in cooperation with the insurance committee/team.
16. Maintain an inventory of church property and equipment.
17. Periodically review wage and salary structures, personnel practices and benefits, and make recommendations to the Personnel Committee.
18. Plan and produce general church publicity and promotion materials.
19. Perform other duties as assigned by the [Senior] Pastor.

