



Job Description

Position Title: Executive Pastor
Reports To: Lead Pastor
Revised: 01.23.2018

Department: Executive
Status: Full-Time
Campus: Central Services

Primary Purpose

The Executive Pastor will contribute to NewPointe's vision of leading people to realize and reach their full potential in Jesus Christ by providing overall leadership to the ministries of the church. This includes Central Ministries and all established Campuses and Campus Ministries. The Executive Pastor's role is to ensure the effective operation of NewPointe Community Church, by providing leadership that results in the meaningful and fruitful contribution of all church staff, to create an environment conducive to the fulfillment of the church's mission.

Overall Responsibility:

The day-to-day leadership, management and decision making of all church polices and ministries, including all pastoral staff and related personnel issues, as the primary representative of the Lead Pastor.

Key Result areas

- There are three primary responsibilities of the Executive Pastor, all underneath the larger umbrella of serving the Lead Pastor by removing major responsibilities from his plate.
 1. **Operate as Chief of Staff**
 - Oversee hiring, dismissals, morale, culture, training, performance, salary review, etc.
 - Take direct responsibility in communication and coordination of personnel changes with the Church Board.
 - Design, develop, and regularly monitor the pastoral staff's annual ministry performance plans.
 - Design and present salary reviews and recommendations to the Lead Pastor and Church Board.
 - Monitor pastoral staff vacation days, continuing education, outside speaking days, days off, and personal leave time.
 - Monitor all departmental budgets, and overall church budget.
 - Maintain efficient and effective lines of communication for the entire staff.
 - Serve as the first representative for the Lead Pastor in his absence.
 2. **Design and Implement Ministry**
 - Lead the decision-making processes for what ministries the church does and does not do, evaluation and continual improvement of the ministries, processes, monitoring metrics, etc.
 - Provide assistance to the Lead Pastor in preparation and implementation of strategic plans.
 - Provide day-to-day leadership to the pastoral staff and the design of all church ministries and operations.
 - Provide the Lead Pastor with written reports accurately reflecting the status of all key ministry areas and personnel issues on a regular basis.

- Monitor the pulse of the congregation through research, planning, and strategies for growth, goal achievement, and discipleship processes.
- Be responsible for monitoring the following metrics:
 - First-time visitors
 - Salvations / Recommitments
 - Baptisms
 - Partners
 - Small Groups
 - Volunteers
 - Volunteer Leaders
 - Offering
 - Attendance

3. Purposefully Ensure Leadership Development

- The focus is the staff, as well as all of NewPointe.
- Design and deliver a comprehensive training and development process for the pastoral staff.
- Coordinate and lead staff retreats, planning days, and other staff functions.
- Participate with and interact with the Church Board and Trustees.
- Give direct “hands on” leadership to any pastoral or departmental area of ministry as directed by the Lead Pastor.
- Network with other churches to stay current on industry trends.
- Other duties as assigned.

Knowledge/Skills/Abilities:

- Strong organizational and planning skills
- Attention to details/follow-through
- Ability to communicate clearly and concisely, both orally and in writing
- Proficient in Excel, Outlook
- Ability to lead multiple projects simultaneously
- Able to work with other NewPointe departments to coordinate and execute projects
- Promotes a positive attitude and working environment
- Possesses excellent people skills
- Able to ask questions for understanding and advancement of ideas/concepts
- Maintain confidentiality

Qualifications

Education: College Degree or higher

Experience: Min of 5 years' experience in a related position

Licenses: none required

Physical Activities/Requirements

None

Personal and Spiritual Requirements

- Professes Jesus Christ as Lord and Savior
- Commitment to personal spiritual growth and healthy lifestyle
- Models standards and expectations of leaders within NewPointe, including:
 1. Partnership
 2. Tithe (within 3 months of hire)
 3. Participate in authentic community (meaningful accountability)
 4. Regular attendance at all NewPointe services

At NewPointe we value working through people to accomplish goals, as well as personally contributing at a level that requires God's help. By maintaining these priorities, we will put ourselves in a position where we can continue to strive for excellence and value reaching lost people.

ACKNOWLEDGMENT

I acknowledge that I have read the above job description and can perform the essential functions of the position with or without accommodation.

Applicant Signature/Date

Management Signature/Date