**Executive Pastor Role Description**

**PURPOSE:**

The Executive Pastor will work directly with the Senior Pastor and will provide direct leadership to staff on the operational side of the church including Front Office, Finance/Administration, Human Resources/Personnel, IT, Communications, and Facilities/Maintenance. This person is responsible for the overall administration of the campus, including effective utilization of all standard operating systems, policies, and procedures. The Executive Pastor will provide pastoral support to the pastoral staff when needed.

 **I. POSITION TITLE:**

Executive Pastor

 **II. REQUIREMENTS:**

1. Be born-again and living a dedicated Christian life.
2. Possess spiritual gifts, along with the professional and educational background adequate for the position.
3. Possess the ability to implement the vision, mission, and values of ACC under the direction of the Senior Pastor and the Leadership Team of the church.
4. Be licensed or ordained in the Evangelical Covenant Church or other accepted ministry credentials.
5. Proficiency in personnel management, finance, human resources, and facility management.
6. Ability to work with confidentiality and discretion.
7. Ability to work independently, under pressure, and with multiple people on staff.
8. Excellent verbal and interpersonal skills.
9. Proficiency in Microsoft Office software and church management software.
10. Be a member or actively pursuing membership at ACC.

**III. RESPONSIBILITIES:**

1. Will work directly with the Senior Pastor and will provide direct leadership to staff on the operational side of the church including Front Office, Finance/Administration, Human Resources/Personnel, IT, Communications, and Facilities/Maintenance.
2. Responsible for the overall administration of the campus, including effective utilization of all standard operating systems, processes, policies, and procedures.
3. In collaboration with the pastoral staff and leadership team strategize ways to most effectively implement the vision, mission, and values of the church for the purpose of Kingdom impact.
4. Ensure facility use (ministry and non-ministry) are managed in a way so that maximum opportunity for ministry and service to the community can exist together.
5. Regularly evaluate ministry, facility use, finances, and personnel utilizing various metrics. Provide leadership in developing greater efficiencies.
6. Assist the Senior Pastor in preaching and teaching the Word of God, administering the sacraments, and in providing missional leadership, faithfully carrying out pastor work as needed.
7. Direct the non-credentialed staff members providing counsel, encouragement, and Christian discipline to assist in the accomplishments for each staff member.
8. Serve as an advisory member of the Leadership Team and may be an ex officio member of certain ministry teams and committees and in such capacity shall strive to establish and accomplish objectives and strategies in conjunction with the mission and purpose of the church.
9. The Executive Pastor will provide pastoral support to the pastoral staff when needed.

**IV. AUTHORITY:**

The Executive Pastor shall have authority to perform duties in accordance with their role description and under the direction of the Senior Pastor.

**V. ACCOUNTABILITY:**

The Executive Pastor is accountable to the Senior Pastor.

**VI. STANDARDS FOR PERFORMANCE:**

1. The Executive Pastor shall conduct themselves at all times in such a manner as set forth in the Word of God for a servant of God.
2. The Executive Pastor will accomplish their duties and responsibilities in a professional manner and should demonstrate, along with the fruit of the Spirit, excellence, integrity, loyalty, and maturity.

**VII. EVALUATION:**

Yearly, the Executive Pastor will meet with the Senior Pastor for a job performance evaluation. Goals will be set together for the coming year, the results to be evaluated at the next performance appraisal.

**Updated: 2024**