



POSITION: Executive Pastor

STATUS & FLSA: Full Time, Exempt

REPORTS TO: Senior Pastor

DIRECT REPORTS: Staff (currently 4 full-time and 6 part-time staff)

POSITION SUMMARY:

The Executive Pastor (XP) of South Park Church (SPC) serves the Lord and builds up His church as a godly leader, equipper, and administrator. The XP advances the vision and mission of SPC by providing inspirational and effective leadership to staff and ministry leaders and overseeing the big-picture strategy as well as the day-to-day operations of the church.

ESSENTIAL FUNCTIONS:

The Executive Pastor is broadly responsible for:

1. Staff Leadership-

- Guide, equip, support, and encourage the staff
- Plan for and facilitate staff meetings and activities in collaboration with the Senior Pastor
- Oversee staffing practices including recruitment & hiring, onboarding & training, performance management, annual reviews, and offboarding

2. Ministry Operations

- Collaborate with the leadership team in setting and tracking the vision, direction, strategy, and objectives for the church and its ministries
- Support and motivate ministries to make consistent progress towards the vision, ensuring they have necessary structures, systems, and supports to succeed
- Serve as the final staff point person for SPC's lay-led ministries and partner ministries that use our facility.
- Oversee all-church or cross-ministry initiatives and projects to encourage multi-generational involvement.

3. Administration

- Create and manage systems and processes that further the church's vision and ministry objectives
- Support the trustees in assessing, improving, maintaining and/or creating policies and procedures
- Oversee the creation and tracking of staff and ministry budgets
- Maintain active communication and fruitful collaboration between various teams (elders, staff, trustees, leadership team)

4. Supporting the senior pastor in congregational leadership and care

- Preach and teach occasionally
- Participate in pastoral duties including weddings, funerals, and visitations as needed

KEY RESULT AREAS:

1. Develop and execute a strategy, in collaboration with the Senior Pastor, to sustain healthy church growth (professions of faith, baptism, discipleship, small group and outreach opportunities)
2. Create a staff retreat and development strategy
3. Design a church-wide leadership development strategy/pipeline