

Executive Pastor Role Description

Position Summary

The Executive Pastor (XP) serves as the primary leader for the operational, organizational, and strategic functions of the church. Working in close partnership with the Senior Pastor, the XP ensures that the ministries, staff, and systems of the church operate effectively so the mission of making disciples is carried out with excellence, clarity, and unity. This role combines pastoral leadership, administrative oversight, and strategic direction within a biblical, Spirit-led framework.

Executive Pastor

Reports to: Senior Pastor

Position Type: Full Time

Requirements

- Be born-again and living a dedicated Christian life.
- Possess the ability to implement the vision, mission, and values of MBC under the direction of the Senior Pastor and the Leadership Team of the church.
- Be licensed or ordained by a Baptist Church.
- Ability to work with confidentiality and discretion.
- Ability to work independently, under pressure, and with multiple people on staff.
- Excellent verbal and interpersonal skills.

Responsibilities

1. Strategic Leadership & Alignment

- Partner with the Senior Pastor in shaping and implementing the church's vision and ministry strategy.
- Ensure ministry initiatives, programs, and staff efforts align with the church's mission, values, and theological commitments.
- Lead long-range planning, goal setting, and evaluation processes.

2. Staff Oversight & Development

- Provide direct supervision, encouragement, and accountability for ministry and support staff.
- Lead weekly staff meetings, shepherd staff culture, and cultivate a Christlike, team-oriented environment.
- Develop systems for hiring, onboarding, training, and evaluating staff.
- Offer pastoral care, conflict resolution, and leadership development for staff and key volunteers.

3. Ministry Operations & Administration

- Oversee all day-to-day operational functions of the church, ensuring smooth coordination between ministries.
- Manage church policies, organizational structure, compliance, and documentation.
- Develop efficient processes for communication, scheduling, event coordination, and facility usage.

4. Finance & Stewardship

- Assist the Senior Pastor in oversight of the budgeting process in partnership with the treasurer, finance committees, or trustees.
- Assist in monitoring financial health, expenses, and reporting to ensure wise stewardship.
- Work with financial staff or volunteers to ensure integrity, transparency, and compliance with Baptist governance structures.

5. Facilities & Sunday Operations

- Oversee building management, safety, maintenance, and improvements.
- Ensure excellence and preparedness in Sunday services and special events through coordination with ministry leaders, worship teams, and volunteers.
- Lead operational systems such as security, tech, guest services, and campus logistics.

6. Pastoral Leadership

- Serve as a shepherd to the congregation, modeling godly character and faithful leadership.
- Preach or teach as needed, in alignment with the church's doctrinal convictions.
- Provide pastoral care, counseling, and spiritual guidance as part of the pastoral team.
- Support membership processes, baptisms, and congregational meetings.

Qualifications

Spiritual & Theological

- A mature believer with a clear testimony of conversion and calling to ministry.
- Meets biblical qualifications for pastoral leadership (1 Tim 3:1–7; Titus 1:5–9).
- Fully aligned with Baptist doctrine and the church's statement of faith.
- Demonstrates humility, integrity, prayerfulness, and a servant-leader heart.

Education & Experience

- Bachelor's degree required; Master of Divinity or ministry-related graduate degree preferred.
- Pastoral, administrative, or leadership experience.
- Proven ability to lead staff, manage complex systems, and oversee ministry operations.

Skills & Competencies

- Strong organizational and administrative abilities.
- Clear communicator with strong relational and pastoral skills.
- Able to handle conflict with wisdom, grace, and biblical clarity.
- Competent in financial management principles and strategic planning.
- Adept at developing leaders and teams.

Working Relationships

- Reports to the Senior Pastor and works in close collaboration with him.
- Supervises ministry staff, administrative staff, and support teams.
- Partners with deacons, committees, trustees, or elders, depending on the church's structure.
- Engages with congregation members with humility, clarity, and approachability.