



To apply for this position, complete the online application on the Brentwood Baptist Church website:  
[www.brentwoodbaptist.com/employment](http://www.brentwoodbaptist.com/employment)

## **JOB DESCRIPTION**

### **ASSOCIATE EXECUTIVE PASTOR FOR REGIONAL CAMPUSES BRENTWOOD BAPTIST CHURCH**

Department: Regional Campus  
Reports to: Lead Campus Pastor  
FLSA Status: Exempt  
Effective Date: Immediately

#### **SUMMARY**

The Associate Executive Pastor will be responsible to the church, under the direction of the Lead Campus Pastor, for the operational and strategic oversight of assigned Regional Campuses.

**PRIMARY JOB RESPONSIBILITIES** may include but are not limited to the following:

- Under the direction of the Lead Campus Pastor and in coordination with Regional Campus staff, serve as the primary overseer of administrative functions at assigned Regional Campuses.
- Ensure that resources at assigned Regional Campuses (including staff, finances, ministries, etc) are directed towards the accomplishment of desired outcomes as stated in the church's mission, vision, strategies and objectives.

**OTHER RESPONSIBILITIES** may include but are not limited to the following:

- Monitor the operations and day-to-day functioning of assigned Regional Campuses and serve as the liaison to Central Support departments for issues including budgets, facility management, IT, etc.
- In coordination with other Executive Pastors and key Central Support staff, ensure systems and processes at assigned Regional Campus are aligned with policies and standards of the church.
- In coordination with Lead Campus Pastor and Campus & Teaching Pastors, lead the annual budget development process for assigned Regional Campuses.
- In coordination with Senior Executive Pastor and Lead Campus Pastor, develop and implement annual and long range planning processes including multi-site planning and new campus onboarding within the assigned region.
- Lead and coach staff and ministries at assigned Regional Campuses to new levels of excellence, innovation and effectiveness.
- Provide support to the Lead Campus Pastor and Campus & Teaching Pastors at assigned Regional Campuses in various personnel processes including selection and interviewing of potential candidates, developing job descriptions, contributing to performance evaluations, developing staffing models and requests for future staff needs, recommending or implementing self-development plans for staff, etc.
- As needed, perform ministerial functions such as teaching, administering church ordinances, officiating weddings/funerals.
- Complete other duties as assigned by the Lead Campus Pastor.



## **COMPETENCIES AND TRAITS:**

In addition to the specific responsibilities required for this role, Brentwood Baptist Church also seeks candidates who possess some general competencies and behavioral traits that enhance the effectiveness of our staff.

### **MANAGEMENT**

- Directs both resources and people (paid or unpaid) towards the accomplishment of goals
- Maximizes personal effectiveness by focusing on “must-dos” tasks and delegating other priorities to others
- Anticipates/avoids problems or formulates creative solutions
- Makes timely decisions that produce quality outcomes

### **LEADERSHIP**

- Develops both vision and strategy that focuses team energy towards results
- Maintains a working environment characterized by high levels of encouragement and trust
- Drives team towards greater innovation and collaboration
- Sets clear expectations and holds team members accountable for them

### **COMMUNICATION**

- Clearly conveys expectations and priorities to staff and/or volunteers
- Uses written and verbal communication in a way that accomplishes intended results
- Adheres to commitments, schedules and deadlines
- Regularly shares information with and solicits feedback from staff/volunteers

### **PASTORING/SHEPHERDING**

- Demonstrates Christ-likeness and a commitment to personal spiritual growth
- Leads staff and/or volunteers by serving and not by asserting control
- Utilizes emotional intelligence, is emotionally available to those he/she leads
- Invests in the development of staff or volunteers around him/her

### **SELF-DEVELOPMENT**

- Prioritizes and accomplishes self-development goals
- Demonstrates an ongoing commitment to obtaining the necessary knowledge, attitudes, skills and habits (KASH) necessary to be successful in this role
- Has a teachable spirit with a desire to learn and grow
- The gap between the current job description and the employee’s current abilities is appropriate and allows for future growth

## **QUALIFICATIONS:**

- Can identify closely with the mission, values, vision, beliefs, objectives and goals of Brentwood Baptist Church.
- Proven leadership, supervisory, management, relational and communication skills.
- A personal sense of calling from God to vocational Christian ministry in general and to this particular area of ministry (typically reflected in previous licensure and ordination).
- A mature Christian who demonstrates the Fruits of the Spirit, is growing in their faith and is committed to spiritual disciplines such as Bible reading, prayer.
- The proven ability to identify, equip and lead a team of volunteers.
- Ability to collaborate, cooperate and function well in a team environment.
- Strong written and verbal communication skills



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#### **EDUCATION & EXPERIENCE:**

- Minimum of a Master's Degree from an accredited college or university. Seminary education preferred.
- Minimum of 5 years of experience in executive or senior level management.
- Served in a minister/pastoral role with a church.
- Served in some leadership role in a multi-site church setting.

All campuses function under the governance of Brentwood Baptist Church. Each campus is an established entity operating as a whole and permanent part of the Brentwood Baptist. Each maintains pre-determined alignment characteristics that uphold the Brentwood Baptist "DNA" while also containing some contextualized characteristics to allow it to best reach its target local community. Every staff member is an employee of Brentwood Baptist.

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