



# MOUNT ZION BAPTIST CHURCH

## **Executive Pastor Job Description**

**General Description:** The Executive Pastor serves as the Chief of Staff underneath the leadership of the Senior Pastor. The position will require oversight of the business administration and ministry operations of Mount Zion Baptist Church. The job requires an individual with significant abilities in the area of administration. This position will enable the Senior Pastor to focus on his primary responsibilities of Preaching and Teaching the Word of God, casting vision, and meeting the pastoral needs of the flock.

### **Job Functions:**

- Lead and supervise the staff in executing the mission of the church with efficiency and excellence.
- Work strategically through the administration of church staff, finance, and ministries to promote the long term health and growth of the church.
- Lead and supervise the support staff (non-ministerial staff) ensuring that the services provided by these positions meet the church's needs. These positions include the maintenance and custodial staff, ministry assistants, food service coordinator, and wedding coordinator.
- Look after the health, safety and welfare of all employees; advising staff members and the Personnel Committee on employment law and the Church's employment policies and procedures.
- Design and deliver comprehensive training to ministerial and non-ministerial staff. This will include working with the Senior Pastor in providing annual in-service training for all employees.
- Perform and compile annual staff evaluations.
- Recruit and terminate staff based on the direction of the Senior Pastor and Personnel Committee.
- Evaluate and recommend the most cost-effective vendors. Negotiate and manage contracts.
- Oversee food services for Wednesday night meals.
- Facilitate the evaluation of current ministries and procedures.
- Develop financial plans that fund and support the mission of the church.
- Work with standing committees and search committees as directed by the Senior Pastor.
- Work with the Financial Administrator/Treasurer in budget design, evaluating the general status of the church's finances.
- Administrate the church's building and renovation programs including capital fundraising campaigns, master planning, design and architecture, contractor selection and construction.
- Perform general ministry duties such as preaching, visitation, and discipleship.
- Oversee building usage, calendar, and community/outreach duties such as marketing, social media, website.
- Perform other duties as assigned by the Senior Pastor.

### **Education, Experience, and Personal Characteristics**

- This position requires a Bachelor's Degree and a Master's Degree from a seminary.
- A minimum of 10-15 years of experience on a ministry staff is preferred.
- This position requires significant experience in the two key areas of ministry and business administration.
- Mount Zion is looking for an individual with a strong love for Jesus, the church, and the Word of God.
- Candidates must exemplify a deep and consistent walk with Christ through the Word of God and prayer.
- Candidates must have a track record of effective leadership, judgment, and character.
- Candidates should also exemplify humility and a highly-disciplined work ethic.
- Candidates must exhibit love and grace toward people in the church and community.
- Candidates must have the ability to communicate clearly and effectively.