



# HENDERSON HILLS

## BAPTIST CHURCH

**Position:** Lead Ministries Pastor (Executive Pastor)

**Department:** Pastoral

**Reports To:** Elder Personnel Team

**Hours:** 40/Week

### Overview

Under the leadership of the Elders, in conjunction with the Lead Teaching Pastor, the EP is responsible for the planning and implementation of HHBC's mission, vision, values, and strategy. He also oversees all policies and procedures governing the church and the staff. The EP ensures the development, accountability, and organizational health of the staff. Finally, the EP will play an important role in the overall pastoring of the staff and the congregation and to provide spiritual guidance and comfort. These duties are to be accomplished under the leadership of the Holy Spirit in alignment with God's Word.

### Responsibilities

1. Provide Leadership and Oversight to All Staff Ministries and Departments
  - Ensure alignment and unity of these ministries and departments under the church's vision, mission, values, and strategy.
  - Teach, train, encourage, lead, advise, and oversee ministry department leaders, as they lead their respective teams.
  - Ensure that department leaders are growing in their leadership abilities, setting and achieving values-driven goals, and leading their teams toward success.
  - Engage appropriate staff in the development of annual and long-range ministry plans.
  - Develop pathways for training in leadership and spiritual growth for all levels of the staff.
  - Ensure implementation of HHBC's budget and policies.
  - Develop new staff positions and changes, as needed, and clarify roles and responsibilities.
  - Be available to encourage staff members while respecting established lines of authority.
2. Cooperate with the Lead Teaching Pastor in Leading the Staff
  - Provide leadership and supervision to any staff leadership teams.
  - Organize staff meetings.
  - Champion HHBC's mission, vision, values, and philosophy throughout the staff.
  - Ensure consistent communication with the staff, to the church, and to the public.
  - Ensure that staff members feel loved
  - Ensure that staff members have a voice and an advocate in the Executive Pastor.

3. Assist the Elder Council in daily pastoring the people of the church.
4. Represent the church at meetings or official functions, as needed.
5. Lead in special projects assigned by the Elders in cooperation with the Lead Teaching Pastor.
6. Seek and receive advice from the Elder Personnel Team regarding personnel matters.
7. Report to and receive annual performance reviews from the Elder Personnel Team.
8. Preach occasionally, as needed.
9. Provide support, advice, encouragement, and perspective to the Lead Teaching Pastor.
10. Accomplish other duties or responsibilities as assigned.

### Qualifications

1. Have a personal, growing relationship with the Lord and His Word (desperately dependent)
2. Be inquiring and receptive to God's potential call to serve as an Elder (1 Tim. 3:1-7; Titus 1:6-9).
3. Agree with HHBC's statement of faith and theological positions
4. Fit our church and staff culture
5. Pursue personal and corporate integrity
6. Be a humble, yet decisive, servant-leader
7. Have strong shepherding and pastoral skills
8. Possess strong collaborative leadership abilities
9. Be passionate about building healthy teams
10. Have a strong ability to lead, develop, train, and empower other leaders
11. Have the ability to confront gently yet firmly
12. Be highly self-aware, emotionally intelligent, and spiritually mature
13. Be self-motivated
14. Have strong communication skills (both oral and written)
15. Be able to set goals and develop strategic and long-term plans
16. Strive for reconciliation and consensus without compromising truth
17. Be positive, energetic, and encouraging
18. Be able to lead a technologically forward-thinking office
19. Have a bachelor's degree (master's degree and theological training preferred)
20. Have at least eight years of professional experience in a similar leadership role

### Note

This job description is intended to describe the general nature and level of work performed by men in this position. It is not intended to be an exhaustive list of responsibilities or skills required. We reserve the right to revise the position, its job functions, qualifications, and other aspects in any way at any time.

### Acknowledgment

I acknowledge that I have read and understand this job description, and, with God's help, I believe that I am qualified and capable of fulfilling these expectations.

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Applicant's First and Last Name

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Email Address

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Signature

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Date