

Valley Community Baptist Church – Job Description

Position Title Executive Pastor (XP)

Purpose of Position The purpose of this position is to lead implementation of the vision and the mission of Valley Community Baptist Church in ways pleasing to God, placing high value on trust, commitment, relationships, stewardship, unity, and excellence.

Attributes & Qualifications To be effective in this role, the XP will be a growing, committed disciple of Jesus Christ who possesses many of the following core gifts or passions:

1. A passion to make disciples and a demonstrated ability to do so, both personally and through others in an organizational and management context. This includes a commitment to the spiritual and skill development of people under his supervision.
2. A deep love for the staff under his care, and the ability to demonstrate that love through personal interaction and caring, as well as through servant leadership. This creates an environment where staff members are loved, encouraged, and supported in their growth as disciples.
3. A gifted leader and team-builder who can lead a management team in the development and implementation of a long-term strategic plan and an annual operating plan.
4. A strong personal commitment to model Christian disciplines (Christ-like behavior).
5. A collaborative style of leading up and down in the organization, as opposed to a top-down authoritarian style of leadership.
6. A four-year college degree is required. An advanced degree in ministry is strongly preferred.
7. Ten or more years of related leadership experience required, preferably in a large-church setting.

Key Working Relationships

1. Direct Reports: Senior Ministry Staff
2. The Executive Pastor reports to and is supervised by the Senior Pastor.
3. The Executive Pastor is a non-voting member of the Elder Board.
4. The Executive Pastor is an ex-officio member of all church committees that report to the Elder Board, with the exception of the Standing Search Committee when searching for a new XP.

**Ministry
Responsibilities**

1. Staff Leadership
 - a. The XP is a “servant leader.”
 - b. The XP is an implementer, overseeing implementation through the Senior Ministry Staff.
 - c. The XP is creatively resourceful, helping to remove barriers, locate resources, serve as a liaison, and connect staff to sources of help.
 - d. The XP encourages and monitors the growth of staff in their individual leadership and management capabilities.
 - e. This leader is able to operate at a conceptual level and pay attention to detail.
 - f. The XP’s gifts and leadership style complement the Senior Pastor (SP)
 - i. The XP is called to a different role than the SP and does not aspire to be an SP. The XP is completely satisfied being the “right-hand person” of the SP. The XP is completely loyal to the SP. The XP is a trusted confidant of the SP.
 - ii. The XP is an under-shepherd to the SP. Any shepherding occurs under the leadership and authority of the SP. The SP is the primary spiritual leader of the congregation. The XP shepherds the Senior Ministry Staff under the authority of the SP.
2. Church Leadership
 - a. The XP reports to the SP and is supervised by the SP. The XP is a non-voting member of the Elder Board. The XP is ex-officio member of all church committees that report to the Elder Board, with the exception of the Standing Search Committee when searching for a new XP.
 - b. The XP receives vision, direction, and guidance from the various leaders and committees within the church organization. The XP provides support to each, including active participation in planning and strategy development.
 - c. The XP builds relationships of mutual respect and trust with key leaders of the congregation.
3. Management/Ministry Oversight
 - a. The XP’s primary responsibility is to provide hands-on oversight for all ministries of the church, freeing the SP to pursue his calling and passion.
 - b. The XP oversees the ministries of the church to ensure they are:
 - i. Moving in the direction of the vision for the church
 - ii. Fulfilling the stated mission of the church
 - iii. Coordinated in their efforts
 - c. The XP does this through leading, managing, and supervising the ministry staff.
 - d. The XP provides oversight of ministry organization, long-range and/or strategic plans, priorities, goals, and budgets.
 - e. The XP anticipates problems, and embraces and facilitates the problem-solving process.

- f. The XP holds the staff accountable for ministry results and for wise stewardship of time, talent, and money.
 - g. The XP oversees the church's administration and provides oversight to the church's support ministries.
4. Integration
- a. The XP is action- and results-oriented, getting things done through actively managing the efforts of the ministry staff.
 - b. The XP influences by motivating, encouraging, and developing team members.
 - c. The XP demonstrates servant leadership and a collaborative style.
 - d. The XP fosters mutual respect and builds a complementary team where each strength is maximized, and each weakness is minimized.
 - e. The XP fosters a spirit of openness, participation, cooperation, communication, and unity among the various leadership units of the church organization. The XP serves to maintain harmony and the effectiveness of each constituency in carrying out its responsibilities.
 - f. The XP takes responsibility for ensuring effective communication among the staff, leadership units, and the congregation in planning and implementing the mission of the church.

Exempt: Yes
Status: Full-Time
Date: October 29, 2020
Prepared By: Executive Pastor Search Committee