

**WESTMINSTER PRESBYTERIAN CHURCH
ROCK HILL, SOUTH CAROLINA**

**POSITION: EXECUTIVE PASTOR
FUNCTION: STAFF LEADERSHIP/
MANAGEMENT
INCUMBENT: VACANT**

SCOPE

With a direct relationship to Fellowship Presbytery (if ordained) and with general direction from the Senior Pastor, the Executive Pastor provides the senior leadership and management for the various ministries of the church. This position is responsible for making sure that all the program and support activities of the church work together to bring about the vision of the Senior Pastor and Session.

The focus of his work is to coordinate all the resources of the church “to see people so taken with God that lives are transformed and the world is being impacted for Christ.”

CHARACTER AND NATURE OF THE POSITION

There is a dual nature to this position. The Executive Pastor must be an accomplished leader and a skilled manager. He must be in the business of leading and developing the human resources of the church, but he must also constantly address management processes by asking:

- What needs to be done? (Planning)
- How do we get it done? (Organizing)
- Who will do it? (Performing)
- Is it being done right? (Controlling)
- Did we finish the job? (Measuring)

In carrying out his duties and responsibilities he will work with and through the various teams of the Session and utilize his staff by furnishing direction to assure the overall mission and vision of the church is accomplished.

Since day to day administrative operations are under his control, he must be able to develop and motivate an effective staff by assuring that the ministry staff works as a team. He shall also see that the support staff accomplishes the tasks assigned to them.

In fulfilling his responsibilities the incumbent must use adaptive thinking. There are variable situations requiring analytical, interpretative, evaluative and/or constructive thinking. On occasion, novel or nonrecurring path-finding situations require the development of new concepts and imaginative approaches.

Ideally, the incumbent will have technical mastery in all areas that together make up the total church ministry. Being human, it is unlikely the incumbent will have the same degree of expertise in all areas. Therefore, it is important that he select staff members that complement and

supplement him in order to accomplish established church objectives.

KNOW HOW

The Executive Pastor must have a deep knowledge of and love for God's Word. He must exemplify a Christian whose life is bearing fruit.

This position requires the use of leadership, managerial, and technical skills; and it is most important that one skill not become dominant to the exclusion of the others. The Executive Pastor must know how to manage and develop people. This involves finding, directing, training, and counseling the various staff members to develop and utilize the potential of each for the best interest of God's kingdom here on earth. Placement of the various individuals to form a strong team and to provide a real challenge for development of their skills is necessary to assure that they are ready for additional responsibilities as Westminster Presbyterian Church expands its ministry. The Executive Pastor must have deep insight and thorough knowledge of human relations practices to develop his staff to this degree.

The incumbent should know modern business methods. The position requires understanding of good business practices and a feel for decision making so that a continuity of programs can be maintained on a solid basis but without missing opportunities for additional accomplishments because of indecision due to a lack of information. He should also understand the modern tools which are available for gathering, using, and communicating information.

Human relations skills of the highest order are required for this position that must cut through all organizations, functions, and age groups within the church family as well as establish and maintain significant contacts in the PCA and Rock Hill community.

In summary, the Executive Pastor must have significant breadth and depth of know how to coordinate groups of functions and their integration into the short and long range plans and objectives of Westminster Presbyterian Church.

PRINCIPAL FUNCTIONS

- I. Organizational Relationships
 - A. Relationship to Senior Pastor
 1. Responsible to carry out the vision as directed by Senior Pastor
 2. Keeps the Senior Pastor informed and current with respect to the ministries of the church.
 - B. Relationship to Fellowship Presbytery
 1. Is an active member of Fellowship Presbytery (if ordained)
 2. Serves on Presbytery committees as elected

- C. Relationship with Staff
 1. Directs each ministry staff supervisor and director of business operations.
 2. Conducts regular staff meeting
 3. Conducts planning sessions
 4. Evaluates performance of staff

- D. Relationship to Session
 1. Serves as resource to the Senior Pastor as the Senior Pastor moderates the Session.
 2. Coordinates sessional activities.

- E. Relationship with Associated Ministries
 1. Serve as a resource and chief point of contact for all associated ministries.

- II. Administration
 - A. Coordinates all church functions and ministries

 - B. Directs the ministerial staff
 1. Assures that objectives, responsibilities, relationships, and environment of positions are established
 2. Assures that expected results of staff members can, where possible, be measured quantitatively and qualitatively
 3. Assures that staff members are qualified, trained, and motivated
 4. Measures actual results of staff members' performances verses expected results and takes appropriate action relative thereto

 - C. Directs support staff and as such must have the following competencies:
 1. Working knowledge of accounting principles
 2. Ability to oversee maintenance activities
 3. Must have skill sets to oversee major project work
 4. Able to oversee strategic director for Information Technology

ACCOUNTABILITY

Under the general direction from the Senior Pastor, the Executive Pastor has primary responsibility for day-to-day operations of the church and for the direction and supervision of the ministry and support staff. He must hold his direct reports accountable, but he must also empower them to carry out the vision by leading the areas assigned to them.

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