

TRINITY PRESBYTERIAN CHURCH
RYE, NY

EXECUTIVE DIRECTOR OF MINISTRIES (EXECUTIVE PASTOR)

Job Title: Executive Director of Ministries (or, if an ordained minister, Executive Pastor)

The primary role of the EDM is to serve, under the leadership of the senior pastor, in the leadership and direction of the church staff, in the recruiting and overseeing of volunteer ministry leaders, and in leading in the operations necessary for the accomplishment of the church's mission.

Accountability Relationships

1. **Relationship to Senior Pastor:** The EDM reports directly to, and is under the immediate supervision of, the senior pastor, who is recognized as the head of staff.¹ Relationships of friendship, collegiality, and accountability are to be expected among the staff. The EDM will participate and assist in leading staff meetings. If ordained, the executive pastor will participate in times of fellowship with the other pastoral staff of Trinity Church and/or our network.
2. **Relationship to Session:** The specifics of the job description are determined by the senior pastor, in consultation with the Session. If ordained, the executive pastor will be an associate pastor, elected by the congregation, and therefore a voting member of the Session and the First Vice Moderator thereof.
3. **Relationship to Presbytery:** If ordained, the executive pastor will be a member of our Presbytery (or an equivalent body, should he be ordained in another denomination). If a PCA minister, he will be under the immediate jurisdiction of that body.
4. **Other accountability relationships:** If ordained, the executive pastor, like all ordained clergy of Trinity Church, will be expected to participate in a pastoral peer group for personal, family, and ministerial accountability.
5. **Termination of employment:** The EDM serves under the direction of the senior pastor, who, in consultation with the Session, may initiate termination. This final decision of termination, however, will, the case of a non-ordained person, will be made by the Session. If ordained, such a decision will be made by the congregation in accordance with the appropriate denominational policies.

¹ If this role is filled by an ordained minister, we seek to maintain a balance, reflecting the traditional practice in Presbyterian churches, between two important principles: On the one hand, senior pastors are to choose the members of their staff, and all members of the staff serve under the leadership of the senior pastor. On the other hand, ordained ministers are members of the regional church (Presbytery), under their immediate ecclesiastical jurisdiction, and may not be removed without the consent of Presbytery.

Ministry Responsibilities

1. A core ministry of the EDM is to support the senior pastor in carrying out Trinity Church's mission through discernment, decision-making, evaluation of ministries, and the overall direction of the church staff and key ministry leaders. The EDM frees the senior pastor to focus more immediately on his key calling—preaching, teaching, study, writing, vision-casting, worship leadership, pastoral care, etc. The EDM serves as in a *complementary* role, serving as the senior pastor's "chief of staff."
2. The EDM will lead the staff in the establishing and ongoing direction of ministries that enable us to reach our suburban communities with the gospel of Jesus Christ. Ordinarily, all staff will report either to the EDM (or to someone who reports to the EDM); the EDM will report solely to the senior pastor.
3. Help ensure the operational readiness of Trinity Church through oversight of staff and ministries in administration, finances, human resources, and facilities management. It should be remembered, however, that this is a *ministry* calling, not a calling that is primarily administrative or business-related.
4. Facilitate planning the ministries of the church, which includes evaluation of ministry outcomes, by reviewing and seeking more fully to implement the mission, vision, and core values of Trinity Church.
5. Work with the Board of Trustees and the Session/Council in developing financial plans that fund the mission & ministry of Trinity Church, including strategic planning for the future, and ensuring adequate cash reserve levels. The EDM will serve as the chief liaison between the senior pastor, the trustees, and the Session/Council.
6. Develop and implement core infrastructure for all ministries in order to support healthy, long-term growth. This includes volunteer recruitment, training, and appreciation.
7. With the Board of Trustees and their Building Committee, serve as the staff leader for church building programs, including capital campaigns, master planning, design and architecture, contractor selection, and construction.
8. The EDM will attend the Ministry Community Meetings (MCMs), and shall lead these meetings as necessary.
9. Perform other duties as assigned.

If an Ordained Executive Pastor

1. The executive pastor shall assist in the leading of worship services, including the celebration of the sacraments.
2. The executive pastor shall preach and teach regularly. It is expected that he shall preach a minimum of six times per year. He shall also teach classes on a regular basis. Under the leadership of the senior pastor, he may assist in the development of preaching series and schedules.
3. As executive pastor, he shall serve the first vice moderator of the Session, and shall ordinarily prepare the docket and run the meeting, under the guidance of the moderator.
4. The executive pastor shall help insure that the senior pastor is able to fulfill his calling efficiently and effectively. He shall serve as a representative of the senior pastor in his absence. He shall work with the senior pastor to develop and implement the overall vision of Trinity Church.

5. The executive pastor shall be engaged, as time allows, in the ordinary ministries of evangelism, spiritual direction, and pastoral care. This includes counseling, weddings, funerals, etc.
6. As an ordained minister, he shall participate actively in the work of the broader church, particularly of the Presbytery and General Assembly (or the equivalents thereof).
7. As his duties in Trinity Church permit, he may also be engaged in preaching and teaching in other churches and ministry settings.
8. The executive pastor is encouraged to be faithful to participate in continuing education.
9. The executive pastor will work with the senior pastor in the development and training of leaders at Trinity Church, particularly those called to ordained ministry or to the lay ministries of elder and deacon.

Job Requirements

While understanding that pastoral ministry is notoriously difficult to manage, the EDM will work within the following general guidelines:

1. The EDM's work week would normally be 40-55 hours per week. The EDM is expected to take a day off, and in weeks when this is impossible, to take an extra day off in the following week or as soon as possible thereafter.
2. The EDM shall receive regular holidays and four weeks vacation.
3. Study leave may be taken as necessary, subject to the review of the senior pastor. Two weeks of study leave per year is recommended.
4. Books purchased for ministry use and theological study shall, subject to budgetary limits, be purchased by the church.
5. Ministry travel (outside of ordinary commuting and local travel) shall be reimbursed by the church.
6. If ordained, The executive pastor shall be entitled to a paid sabbatical in accordance with the church's policy (two months after five years of service, or three months after seven years of service, beginning from the date of his installation as an associate pastor).
7. The senior pastor shall review and evaluate the work of the EDM, with the assistance of the Session and other relevant ministry leaders as needed.

Education & Experience

1. The EDM should have a minimum of 10 years in leadership, and while business or corporate leadership experience is valuable, our primary focus is on leadership *in ministry*, whether in a lay or ordained capacity.
2. The EDM should possess at least a bachelor's degree, and an advanced degree (especially in ministry, nonprofit leadership, etc.) is desired.
3. The EDM needs a proven track record of effective leadership and sound character.
4. If non-ordained, the EDM will be required to be a member of Trinity Church.