

Job Title	Executive Pastor
Employment Status	Full-time/Exempt
Education	Master's Degree Preferred (Ordained or Ordainable)
Contact	wyketa.shipman@southwood.org
Direct Supervisor	Senior Pastor

Position Overview

The Executive Pastor works closely with the Senior Pastor and Session to direct the pursuit of Southwood's mission. He manages the Staff and ensures that our Core Commitments are reflected in all our ministries and relationships throughout the church and community.

Desired Qualities

- Demonstrable relationship with Christ and passion for his mission in the world
- Spiritual gifts of leadership, shepherding, and administration
- High relational skills with people of all ages and backgrounds
- Proven ability to equip men and women to lead in the Church
- Commitment to Southwood's mission both inside and outside the church
- Self-starter who works well on a team with other men and women and inspires others

Principal Job Duties

- Regarding Staff:
 - Shepherd and disciple entire staff, especially ministry directors, toward personal health, professional development, and ministry excellence
 - Supervise and manage entire staff, including oversight of formal reviews and goal-setting for staff in cooperation with Administrative Commission of Session
 - Coordinate staff meetings, retreats, and strategic planning meetings to build a team united in the shared pursuit of the mission and goals of Southwood
- Regarding Church Officers:
 - Serve on and typically chair Administrative Commission of Session, which focuses on personnel and financial matters
 - Work with Senior Pastor to develop effective leadership and shepherding of elders and other church leaders, including practical planning for and follow-up from meetings of various leadership teams
 - Advise Diaconate toward mission of Southwood; work with Diaconate Chair to build purposeful and practical goals for leading Southwood in serving
- Regarding Broader Congregation:
 - Preach (3-6 times a year), lead worship, teach (Leadership Training Class, Connect Communities), and shepherd (Small Group) as part of pastoral team
 - Ensure excellence and consistency in all corporate communication, including website, social media, written, and audio/visual
 - Implement the vision, mission, and core commitments of Southwood in all areas of church life and ministry such that unity and passion for Christ are fostered