Executive Director/Pastor Job Description
Homewood Community Church
Homewood, AL

Position Title: Executive Director/Pastor

Reports To: Session (Work in conjunction with Pastors)

Status: Full-time

Position Summary

The Executive Pastor/Director will serve as the organizational and operational leader of HCC, working in conjunction with the pastor and associate pastor while ultimately reporting to the session. The Executive Pastor/Director will implement vision, oversee staff and administrative operations, and drive strategic planning in alignment with HCC's mission and values. This role is designed to ensure the staff of HCC are focusing efforts and resources efficiently and effectively to further the church's mission.

Key Responsibilities

Organizational Leadership & Staff Oversight

- Ensure consistency and excellence in staff leadership, Human Resources, financial oversight, facilities, and logistical matters.
- Establish performance objectives and deliverables and create consistent management routines to effectively staff and team effectiveness.
- Improve leadership capacity through targeted leadership development and effective organizational structures and processes.
- Set and regularly measure key development milestones for staff.
- Foster a healthy, collaborative, and accountable staff culture.
- Lead Performance Reviews for the staff
- Annual Performance Review will be done by the Session/Session Member

Strategic Planning & Vision Implementation

- Collaborate with Pastors and Session to set vision and long-range planning for HCC.
- Operationalize and communicate Session decisions to staff and congregation.
- Develop and document policies, processes, and procedures for church operations.

Ministry Oversight

- Encourage growth and healthy development of all ministry programs
- Oversee and support ministry areas including community groups, Christian education (youth, children, adults), men's and women's ministries.
- Oversee the processes of recruitment, training, and equipping of ministry leaders and volunteers.

Operations & Administration

- Oversee church operations: finance, HR, facilities, technology, and communications.
- Coordinate with Diaconate and Finance teams for planning, accountability, and stewardship.
- Manage church calendar, events, and programs.
- Ensure compliance with church by-laws, Session decisions, and employee handbook.

Diaconate Liaison

- Serve as point of contact between Session and Diaconate to maintain effective communication.
- Oversee adequate preparation and communication in preparation for Officer meetings.
- Shepherd and encourage deacons.

Worship & Pastoral Presence

- Assist in leading worship liturgy and participate in developing order of worship.
- Teach classes and seminars as needed.

Qualifications

- Minimum of ten years' executive experience in organizational leadership
- Mature Christian leader with a vibrant relationship with Christ.
- Demonstrated Experience in leadership, shepherding, organization, and administration.
- Proven ability to equip men and women to lead in the Church.
- Self-starter who works well on a team and inspires others.
- Strong grasp of church systems, budgeting, and personnel management.
- Bachelor's degree required; graduate theological or management degree preferred.

Desired Qualities

- Gospel-centered, relational, humble, and teachable.
- Clear communicator, persistent, and focused.
- Eager to grow and receive feedback
- Positive leader with a passion for ministry and organizational health.

The Picture of Success

- HCC is staffed appropriately, with high-capacity personnel flourishing as disciples and leaders.
- The church is well-led and well-managed, freeing pastors for ministry to people.
- Elders have timely, accurate information for effective decision-making.
- Church systems and structures are consistently refined for optimal effectiveness.
- Property and resources are well-utilized and maintained.
- HCC budgets well and anticipates future needs.

Compensation & Benefits

- Salary and benefits commensurate with experience and qualifications.
- Vacation, spiritual renewal days, continuing education, and expense account.

Application Process

Interested candidates should submit a resume, cover letter, and references to Duncan Chancellor at chancmd@gmail.com.

Example Implementation

- **Staff Meetings:** Lead bi-weekly staff meetings, set agenda, and provide encouragement and accountability.
- **Ministry Planning:** Develop annual ministry plans with staff, ensuring alignment with HCC vision.
- **Parent Communication:** Assign youth ministry communication plan, ensuring parents are informed and engaged
- **Policy Development:** Draft and update employee handbook and operational policies.

This job description is tailored to HCC's needs, leveraging the strengths of current leaders and incorporating best practices from comparable churches. It is ready for immediate use in recruiting and onboarding an Executive Pastor/Director.