

Executive Pastor Job Description

We desire an Executive Pastor who will work together with the Teaching and Ruling Elders of Redeemer Church PCA to gather people to Christ and equip them for his service. The Executive Pastor is primarily responsible for implementing the vision, mission, and values of the church. His key roles and responsibilities include ministry oversight, operations oversight, and diaconate liaison.

Desired Qualities

- Ordained or ordainable as a Teaching Elder in the PCA
- Minimum of five years' experience working in an organizational leadership role
- Mature Christian leader with a demonstrable relationship with Christ
- Gifted 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 with other men and women and inspires others

Ministry Oversight

Develop, oversee, administer, regularly evaluate, and ensure the implementation of vision among the ministries of the church including:

1. Community (Small) groups
 - Recruit, train, and regularly support community group leaders
 - Promote involvement in community groups to the congregation
 - Research and present material to be used in community groups
 - Encourage the growth and healthy development of community groups
2. Christian Education
 - Develop and support family ministries including youth and children's ministry
 - Work together with the Session for the oversight and teaching of adult and children's Christian education (Sunday school as one example and/or special events)
3. Men's and Women's Ministries
 - Recruit and regularly support ministry leaders
 - Equip ministry volunteers with any tools, resources, curricula, or connections necessary to develop and maintain their ministries

Operations Oversight

Unify and coordinate the various aspects of the regular operations of the church including human resources, organizational needs, and facilities:

1. Human Resources

- Oversee the administration of current church employees and ensure the proper creation and implementation of an employee handbook
- Work together with the deacons, church administrator, and church CPA to make sure that employee HR needs are met
- Carry out the specific directions of the session for any staff hiring or firing
- Evaluate the staff and ministry leaders on a regular basis

2. Organizational Needs

- Ensure that overall church communications (verbal, website, social media, etc.) are unified and in accord with the vision of the church
- Coordinate and communicate the church calendar
- Work together with the church administrator to make sure all aspects of communication and administration are clear and accounted for
- Develop and document policies, processes, and procedures
- Oversee other organizational needs of the life of the church

3. Facilities

- Oversee volunteers, contractors, deacons, etc. in the care for and administering of all church facilities and spaces utilized by the church, including the coordination of rented or borrowed spaces
- Ensure that facility use fits into the overall vision of the church
- Verify that all facility uses, including new contracts, comply with church by-laws, Session decisions, and the employee handbook

Diaconate Liaison

- Serve as point of contact between Session and Diaconate
- Shepherd individual deacons and encourage them in their work
- Maintain an awareness of the deacons' work together with the Session
- Ensure effective communication between the Session and the Diaconate

Worship

- Assist regularly in leading worship liturgy
- Participate occasionally in developing the order of worship
- Preach at least 4 times per year

Other Responsibilities and Expectations

- Participate in weekly meetings with the staff for encouragement and prayer, to evaluate and plan ministry
- Participate in the monthly Session meetings
- Participate in Community (Small) Group ministry
- Participate in Central Carolina Presbytery, General Assembly/Presbytery committees and courts, and interchurch relations as Redeemer's Session allows

Growth and Development

- Read and study the Bible for personal Christian growth as well as related to ministry, theology, and practice outside of immediate teaching preparation
- Occasional study leave that may include time away for conferences or other gatherings for equipping and encouraging
- Accountable to Redeemer's Session

Please submit resume or inquiries to sharla@redeemerchurchpca.org