



## Job Description Executive Pastor

### Overview

New Covenant Presbyterian Church (NCPC) is a growing congregation of approximately 380 members in Aiken, SC. The Executive Pastor partners closely with the Senior Pastor, officers, and staff to ensure the effective implementation of NCPC's mission and vision. This role provides, discipleship, pastoral care, and strategic leadership while also contributing to worship, preaching, and teaching ministries. The Executive Pastor cultivates a Gospel-centered culture of excellence, collaboration, and accountability throughout the church.

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### Primary Responsibilities

#### *Discipleship & Ministry Support*

- Work with Senior Pastor and Session to identify NCPC's core values then prioritize and coordinate key discipleship, training, and leadership development programs aligned with core values
- Support staff and Session in launching and implementing new ministry initiatives
- Encourage and oversee men's and women's discipleship efforts, equipping lay leaders to lead effectively
- Ensure excellence in ministry execution through collaboration and alignment across teams
- Develop and lead outreach for the senior and retirement community
- Lead a Covenant Group

#### *Strategic Leadership & Alignment*

- Partner with the Senior Pastor and Session to develop, implement, and regularly refresh NCPC's strategic plan
- Translate mission and vision into clear annual priorities, goals, and measurable outcomes
- Facilitate communication, collaboration, and alignment across all ministries and leadership structures
- Partner with Senior Pastor and the Session to evaluate ministry effectiveness and refine mission, vision, and values

#### *Worship, Preaching, & Teaching*

- Preach several times annually (4-8) at the direction of the Senior Pastor
- Work with the Senior Pastor and Music Director to support weekly worship planning and special services
- Provide constructive feedback and encourage excellence in worship implementation
- Support the development of Sunday School curriculum, officer training, and other teaching initiatives
- Teach classes (e.g., officer training, adult education, special studies) as directed by the Senior Pastor

#### *Staff & Culture Development*

- Build and sustain a healthy, Gospel-centered staff culture marked by accountability, urgency, and shared vision
- Mentor and support pastors, staff, officers, and lay leaders, fostering leadership development at every level
- Identify, equip, and engage lay leaders to expand ministry participation and impact
- Drive a sustainable leadership pipeline for staff, officers, and volunteers

## ***Operations & Administration***

- Oversee day-to-day operations of NCPC, ensuring effective use of financial, staff, and facility resources
- Provide oversight of church policies, HR practices, organizational structure, and workflow processes to maximize ministry impact
- Lead the annual budgeting process alongside the administrative committee, ensuring financial health and sustainability
- Oversee the church calendar and planning to align with discipleship and ministry priorities
- Coordinate church-wide communications, ensuring clear and effective messaging to members and the community

## ***Provide Primary Pastoral Care for Members Age 50 and Older***

- Challenge members 50+ to develop specific gifts and to engage in Christ's service
- Provide primary pastoral care for members over the age of 50 including those in hospitals, assisted living facilities, and home-bound
- Refer individuals, couples, and families to other counselors, as appropriate
- Support funerals and any necessary coordination, including leading services

## **Other Responsibilities**

- Attend and contribute to Session, Presbytery, and General Assembly meetings
- Perform other duties as assigned by the Senior Pastor

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## **Qualifications**

- Deep love for the Gospel and a vibrant personal relationship with Jesus Christ
- Spiritually mature, humble, and committed to personal, professional, and spiritual growth
- 7+ years of pastoral leadership and ministry experience preferred
- Ordained or ordainable in the PCA, fully aligned with the theological convictions of the PCA
- Demonstrated servant-leadership with a passion for equipping others, evangelism, and discipleship
- Strong organizational, communication, and interpersonal skills with the ability to inspire and mobilize diverse teams
- Proven capacity to manage complex responsibilities while thriving in a collaborative environment
- Strategic mindset with innovative problem-solving skills
- If married, a thriving marriage with a spouse supportive of the candidate's ministry

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## **Personal Expectations**

- Cultivate personal spiritual, intellectual, emotional, and physical health through regular prayer, Bible reading, study, and exercise
- Nurture your relationship with your wife and children (if applicable)
- Foster friendships and accountability with other pastors

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## **Contact Information**

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