



Friendship

MISSIONARY BAPTIST CHURCH

Executive Minister Job Description

Reports to: Senior Pastor

SUMMARY/OBJECTIVE

FMBC is looking for an organized, exemplary Executive Pastor to oversee our church's operations and to lead and direct our growing staff. The Executive Pastor reports to the Senior Pastor and is responsible for the overall leadership and direction of church staff and the accomplishment of the church's mission and vision. This includes weekly financial operations, strategic planning, administration, ministry management and oversight of pastoral care. The Executive pastor must be able to listen well while communicating truth with love and compassion. Must be able to handle tension-filled decisions and situations with care, grace, and keen insight. The Executive Pastor must also have the innate ability to put practical feet to the Senior Pastor's creative vision.

ESSENTIAL FUNCTIONS

- Support the Senior Pastor in carrying out his vision for the church by giving sustained and systemic attention to strategic ministry objectives, church-wide ministry mapping and planning, development and implementation of processes for effective ministry evaluation and regular reports on progress as well as recommendations for next steps.
- As "chief of staff," lead the ministry, administrative and facilities management staff in the establishment and ongoing direction of the ministries that effectively reach the church's current and target demographics, ensuring the accomplishment of annual goals for spreading the message and teachings of Jesus Christ.
- Ensure the operational readiness of the church through leadership and oversight of support staff while performing duties in administration, social media outlets and overall web presence as well as supply and facilities management.
- Facilitate the annual strategic planning process, including evaluation of ministry performance, new member management, review of mission, vision, and core values, development of key objectives and tactics, and the establishment of one-three-five-year goals.
- Establish and maintain a set of key performance measures (KPMs) that provide the Senior Pastor, church staff and the Council of Jethro with data on the effectiveness of all functional areas of ministry within the church. Monitor the church ministries and alert the senior pastor of any areas of concern.
- With strict directives from the Senior Pastor, implement an infrastructure outlining clear and concise procedures for all church ministries. Identify where systems and procedures are needed to improve the effectiveness and efficiency of the staff. Provide leadership and succession planning and change management for healthy, long-term growth of the church.
- Conduct staff meetings in the absence of the pastor. Staff meetings will be designed for the purposes of teambuilding, transfer of vision, and ministry coordination. The Executive Pastor will seek to empower and equip staff accordingly by developing an understanding of team and individual staff members' strengths and weaknesses.
- Translate the strategic plan into the annual staff-operating plan. Ensure that department and individual goals and priorities match church-wide goals and priorities.



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- Provide managerial oversight of all financial, risk management and budget tracking matters. Supervises and provides back-up for record keeping for contributions, pledge payments, disbursements, bookkeeping, accounting, purchasing, payroll and accounts payable. Work with Finance Committee and Treasurer to support audit and investment functions. Make budget and financial projections and compile periodic special reports as requested.
- Pastoral Care duties include premarital counseling, weddings, baptisms, visits, funeral service coordination, special events (revivals, etc.), pulpit associate ministry oversight, special worship service coordination, conducting services and facilitating bible study as assigned by the Senior Pastor.

OTHER DUTIES

Other duties as assigned by the Senior Pastor. Please note this job description is not a comprehensive listing of activities or responsibilities. Job duties, responsibilities and activities may change at any time with or without notice.

REQUIRED KNOWLEDGE AND SKILLS

- Must have a strong sense of the vision of the Senior Pastor, the temperature of the congregation, and the pace at which changes need to take place
- Must possess strong leadership gifts and have the ability to lead in his or her own style, yet follow the Senior Pastor
- Must be able to plan well for the future and be able to anticipate successes, problems, and delays
- Ability to evaluate all possibilities, know when to say “yes” or “no” and be able to say it in the most graceful way possible
- Strong problem-solver and equip team with the tools needed to implement solutions
- Must be able to understand the large vision and the bigger picture of where the church is going and provide guidance on how to make it happen
- Knowledge of General Accounting Policy and Principle

PREFERRED EDUCATION AND EXPERIENCE

- 5 years leadership experience in a church, business, or nonprofit organization
- Seminary or divinity school education at the Master's Level
- 1 to 2 years' experience in practical application of General Accounting Policies and Procedures

COMPENSATION

Salary and benefits to be determined based upon experience and education

To Apply Submit

- Application
- Resume
- DVD Preaching Sample
- Three (3) References

ADDRESS: Friendship Missionary Baptist Church
Human Resource Ministry
1904 Carolina Street
Vallejo, CA. 94590

EMAIL: hrministry@befmbc.org