

Genesis Church Executive Pastor Job Description

I Title	Executive Pastor
II Supervisor	Lead Pastor
III Hours	Full Time Salaried
IV Position Summary	<ul style="list-style-type: none"> • Works closely with and supports the Lead Pastor • Oversees the day to day operations of Genesis Church and its multiple congregations • Facilitates implementation of the church's vision and by laws by developing needed systems • Maximizes effectiveness of each Genesis Site, and the ministries and programs • Provides leadership as director of staff
V Spiritual Qualifications	<ul style="list-style-type: none"> • Demonstrates traits of a follower of Jesus • Spiritually mature • Commits to the core lifestyles of Genesis Church describe in the By Laws
VI General Qualifications	<ul style="list-style-type: none"> • Proven results in related experience • Demonstrated leadership and leader development • Understands the Genesis vision, purpose and direction • Demonstrated wisdom in decisions, actions & recommendations • Evaluates decisions/actions by their overall impact and long-term implications • Team developer • Experience overseeing a significant budget • Relational match with Pastoral Staff and Elders
VII Specific Responsibilities	<ul style="list-style-type: none"> • Represents and carries out well the vision/direction of the Lead Pastor, and elder team • Makes a significant contribution to vision creation & implementation in collaboration with the Lead Pastor, Pastoral Staff and Elder Team • Helps Ministry Leaders envision potential direction/changes in their ministry • Attends as an administrative help to all Staff, Site Pastors and Elder meetings • Defines and promotes goal directed ministry • Develops clearly defined expectations for all Staff, and Ministry Leaders • Motivates and aligns staff towards specific vision/direction • Oversee and evaluates Genesis Staff • Facilitates the budgeting process and provides fiscal oversight • Works with appropriate volunteer committees • Builds a solid staff through development of policies and procedures, overseeing development of job descriptions; participating in hiring, proposing appropriate staff adjustments, & resolving conflicts. • Supervises church communication processes and church data collection software • Facilitates gathering(s) evaluation processes • Creates alignment and communication between the various ministries • Oversees staff development and planning of staff meetings
VIII Desired Outcomes	<ul style="list-style-type: none"> • Lead pastor is freed up to focus on his gifted areas without undue administrative, supervisory or management involvement. • Systems and structures are developed to maximize the potential of "one church in multiple locations". • Staff is lead well, with appropriate job descriptions detailing their responsibilities and a robust process for individual development.