

# Concord Trinity United Methodist Church

## Job Description

September 1, 2024

Position Title: **Executive Pastor**

Classification: Professional

FLSA Class: Exempt, Full-time, Salary with Professional Expenses

### **General Statement of Duties:**

The Executive Pastor is primarily responsible to bring oversight, alignment and execution of ministries and operations equipping, facilitating and supervising the ministry staff and leaders in the daily implementation of the mission, vision, values and language so that CT can fulfill its mission as an organization to make disciples of Jesus Christ for the transformation of the world.

### **Reports to:**

Lead Pastor

### **Essential Duties and Responsibilities:**

- In collaboration with the lead pastor, provide vision, leadership, and direction for Concord Trinity that aligns vision, mission and core values across all ministry departments and teams. This will include alignment of staff priorities, ministry programming, allocation of ministry resources and extending the church's mission into the community.
- Provide ongoing coaching, guidance and strategic direction for staff, leaders and ministry teams to accomplish the mission and vision.
- Lead teams and individuals to develop strategic ministry partnerships to make disciples that are engaged in transforming our world.
- In collaboration with the Lead Pastor implement systems and processes that allow for staff, leaders, and teams to efficiently and effectively accomplish their jobs, tasks and goals.
- As part of building alignment with the mission and vision, create a safe environment that cultivates a culture of collaboration, healthy feedback, healthy conflict resolution, innovation, mutual encouragement and a commitment to effective ministry.
- Build, grow and nurture staff, key leaders and teams through the development of policies and procedures, oversee the development of job

descriptions, participate in the hiring processes, propose strategic staff adjustments, and resolve conflicts.

- Develop, present and oversee the management of budgets, staffing plans and Align budgets based on mission, vision and strategic priorities.
- Work with the lead pastor to develop the giving needs and goals for annual and special giving campaigns including the communication, planning and execution of the stewardship ministry.
- Establish and maintain clear lines of communication with all ministry stakeholders to ensure all are effectively aware of the mission, vision, values and ministry plans.
- Develop overall church messaging and strategic plans, leaders, teams and systems for messaging to communicate a clear message to persons inside and outside of the church.

### **Qualifications and Requirements:**

#### **Education:**

College degree, Business/Management background, and/or theology training preferred

#### **Experience:**

- 5 years of experience in administration, management and development of staff and leadership.

#### **Skills and Abilities:**

- Strong spiritual and emotional maturity.
- Interpersonal skills in building relationships, and teams.
- Excellent verbal and written communication skills for worship and communication.
- A desire and skills at building collaborative relationships with other leaders.
- Effective organization skills and knowledge to provide and develop systems.
- A call, passion and skills to reach new communities and more diverse people.

#### **Requirements:**

Knowledge of or a willingness to learn about the United Methodist Church and Concord Trinity to work effective within the polity and in keeping with the mission and vision of each. Credentials in the United Methodist Church are not required.