**Independent Bible Church**

**Executive Pastor**

*Reporting to the Pastor-Teacher, the Executive Pastor partners with the Pastor-Teacher, elders, and deacons to understand the vision of the church and then serves as a “vision-implementer” of the practical elements of church operations. A primary objective of the Executive Pastor is to free up the Pastor-Teacher to focus primarily on spiritual teaching and leadership.*

**Key Areas of Responsibility:**

1. Provides Broad Operational Oversight – Supervises the secretary, receptionist, technical ministries director, and business manager.
2. Directs all business-related functions of the church - Provides regular financial updates (prepared by the business manager) to the Executive Board.
3. Promotes Coordination and Alignment Across Ministries – Collaborating closely with the Pastor-Teacher, ensures that all ministries and personnel are working effectively together.
4. Supports Strategic Plan Implementation and Reporting – Supports strategic planning by suggesting ways to implement approved plans and reports on progress towards achieving goals.
5. Promotes Staff Unity and Well-being – Intentionally monitors staff collaboration and effectiveness. Safeguards work-life balance for the staff and addresses unusual circumstances that may arise.
6. Develops and Implements a Program of Risk Management – Consults with the elders, deacons, and insurance providers to protect IBC’s people, facilities, and ministries.
7. Provides oversight as the point person for IBC’s Missions Program including serving as Pastor on the Missions Committee.
8. Is a student of church governance, leadership, and administration who continually seeks out the best practices for serving IBC’s operational needs.

**Specific Tasks Include:**

1. Oversee day to day IBC operations.
2. Administrate for the IBC Pastoral Staff (including days off, vacation requests and records, insurance issues, etc.).
3. Elders: Assist with agendas, membership records, pastoral evaluation process, etc.
4. IBC Executive Board: Chair meetings of the Executive Board, set monthly meeting agenda with the Pastor-Teacher, Elder Chair, and Deacon Chair, send agendas and minutes in advance of the monthly meetings, follow up on meeting discussion and decisions for implementation.
5. Oversee Deaconesses (including scheduling and planning for church-wide events, etc.).
6. Make arrangements for special speakers (under direction of Pastor-Teacher, incl. logistics, hospitality).
7. Facilitate unscheduled event logistics, including funerals.
8. Other duties as assigned by the Pastor-Teacher or Elders, as the role is expected to be aligned with the needs and opportunities of a growing and changing church.

**Characteristics of a Strong Candidate:**

1. Meets the Biblical qualifications of an elder 1 Timothy 3:1-7 and Titus 1:5-9.
2. Has spiritual gifts of leadership and administration.
3. Demonstrates a good understanding of when to consult with others.

1. Provides the Pastor-Teacher with timely updates on key developments within the body.

1. Stewardship minded, humble, approachable.
2. Has a bachelor's degree (master’s preferred) and/or relevant professional certifications in business, church leadership, Christian school administration, human resources, and/or a related field.
3. Ten-plus years of church, Christian school, or Christian business leadership experience preferred. Prior governing board experience a plus.
4. Resourceful, able to locate and make use of information to solve problems and equip others.

1. Has strong administrative process skills, detailed, and organized.

1. A clear and concise communicator who establishes rapport and builds trust with others.
2. Confident in communicating with groups of any size from small group to the entire congregation.

1. Regularly protects time for personal Bible study, prayer, and self-care.