

Executive Pastor Job Description *(Full-Time)*

Summary of Position:

The Executive Pastor fills the position of second in command to the Lead Pastor; serving as the chief operating officer, chief financial officer and executive ministry leader. The Executive Pastor's core responsibility is to ensure organizational infrastructure, fiscal integrity, and disciple making processes exist, are monitored and maintained so the church fulfills its mission and strategy.

Chief Operating Officer Responsibilities:

- Serve on the Hopewell Church elder team.
- Develop, track and implement all Hopewell Church policies.
- Manage all church legal matters.
- Assist in making and implementing key leadership decisions, on behalf of the Lead Pastor and elder team.
- Oversee capital campaigns and/or projects.
- Provide leadership to all non-pastoral staff. This includes the Communications Director, the Community Life Director, Service Production & Administrator, HR Director and Ministry Assistant and the Preschool Ministry Director.
- Facilitate and co-lead occasional staff meetings and weekly leadership meetings.

Chief Financial Officer Responsibilities:

- Chair the Financial Review Committee.
- Develop and oversee annual budget.
- Review, approve and supervise weekly & monthly expenses.
- Work closely with bookkeeper to maintain policies and procedures.
- Serve as financial liaison between Financial Review Committee and Elder Team.
- Develop & present financial report to church membership annually.
- Oversee all Hopewell Church financial activities, including reserved and designated funds, loans, large gifts, etc.

Executive Ministry Responsibilities:

- Provide direct oversight to various volunteer-led ministries. This includes ministries to men, ministries to women, ministry to young adults and more.
- Offer pastoral care, including benevolence, to various individuals in the church, homeless and/or transients, as needed.
- Potentially serve on the Sunday morning teaching team.
- Teach and/or administrate the church Belong (membership) class.
- Work with the Lead Pastor and pastoral team in the development of short- & long-term strategic planning for the church.
- Attend meetings necessary for the accomplishment of team-led ministry.

Candidate should be proficient & confident in the following areas:

- Taking initiative by providing vision & leadership for their areas of ministry.
- Strategic thinker and able to engage in creative & innovative solutions.
- Embraces ministry that allows space for the spiritual gifts (ex. healing, words of wisdom, faith and knowledge, prophetic, etc.).
- Passionate, relevant and engaging communication skills (1:1, team, groups). Exceptional verbal communication skills required.
- Very strong organizational skills for growing, mobilizing, and maintaining a strong and effective team and program. Able to manage large or complex systems for large church environments.
- Recruiting, training, leading and caring for volunteers.

Additional Requirements

- Meets the biblical qualifications of an elder (*1 Tim. 3:1-6, Tit. 1:6-9 & 1 Pet. 5:1-3*).
- Possesses a personal life consistent with biblical standards, including a solid and stable marriage and family life.
- Has a passion to increase the church's effectiveness and to help shape the spiritual lives of people through discipleship.
- Wholeheartedly supports Hopewell's vision, direction and [statement of faith](#).
- Participates in other aspects of church life as an active Hopewell member.
- Self-motivated, self-disciplined, highly motivated and teachable.
- Is a team player and committed to unity in the workplace.
- Must pass a PA state criminal record check, FBI criminal record check and child abuse history clearances.

Professional Qualifications

- Holds some form of bachelor's degree (or higher) in either pastoral ministry/biblical studies or business administration.
- Experience serving in mid-size to large church (400+) strongly preferred.
- Experience leading and serving with others in a multi-staff environment.
- Five or more years of leadership and management experience.

Salary/Benefits

Salary will be commensurate with experience and will be discussed later in the interview process. Funds for health insurance (including dental & vision) and housing allowance are included in the overall compensation package. Benefits include vacation, professional expense allowances, retirement plan and relocation assistance. The compensation package is evaluated on an annual basis.

**Email cover letter, resume and/or inquiries to serve@hopewellchurch.org.
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