

APPENDIX 9

EXECUTIVE PASTOR POSITION DESCRIPTION

First Lutheran Church Ministry Description

Position Title: Executive Pastor

Reports To: Senior Pastor

Working Relationships: Serves as a team member with the other equipping and support staff. The Executive Pastor works closely with the Senior Pastor. The Executive Pastor supervises, directly or indirectly, particular program staff (i.e. Director of Discipleship and Small Group Ministry; Director of Children and Family Ministry; Director of Teen Ministry) with the exception of those who report directly to the Senior Pastor.

Summary of Responsibilities: As a servant leader, responsible for the supervision and development of the staff and the oversight of the ministries in order to implement the mission, vision and values of the Council. In the absence of the Senior Pastor, provide leadership and guidance for the ongoing ministries of the church.

General Responsibilities

1. Implement First Lutheran's Mission, Vision and Values
 - Ensure that the staff, ministries and resources are aligned with the overall mission, vision and values of First Lutheran
 - Ensure that all ministries are coordinated and integrated with one another in order to best accomplish the mission, vision, and values
 - Develop an environment, systems and structures that nurture and develop all ministries and staff
 - Oversee the development and implementation of First Lutheran's Strategic Ministry Plan and Yearly Visioning Process
 - Serves on the Ministry Development Team and Staff Vision Team
 - Ex-officio member of Executive Committee
2. Develop Servant Leaders
 - Lead, equip and encourage the program/shepherd/equipping staff in a plan for on-going personal development

- Develop and implement a plan for on-going learning and development for the Staff Visioning Team
 - Assist each program/shepherd staff with the identification, recruitment and equipping of existing, new and emerging servant leaders
 - Assist the Senior Pastor in the recruitment and equipping of existing, new and emerging leaders and council members (recommended to Nominating Committee)
3. Maintain and Develop Communication
- Develop and maintain communication methods in order to clearly and effectively communicate our mission, vision, values and ministry to our church family.
 - Develop and maintain clear lines of communication between our support staff, equipping staff, council, ministry teams and church family
 - Keep the Senior Pastor and Council informed of all significant ministry and personnel issues
 - Oversee any communication that represents the corporate ministry of First Lutheran Church (in contrast to communication from a specific ministry) or that represents our ministry to the external public i.e. church web site, church brochure and newsletter, billboards, outreach mailings, bulletin layout, announcements, etc.
4. Specific Pastoral Oversight: Other additional ministry and pastoral oversight responsibilities to be assigned by Sr. Pastor and Council.
5. General Pastoral Duties
- Model disciple-making in his home and church
 - Share Sunday morning worship responsibilities as assigned by the Senior Pastor
 - Conduct weddings and funerals as needed
 - Preach several times a year as needed
 - Involved in accountability relationship
 - Perform other ministry responsibilities as assigned

Spiritual Gifts and Abilities Strongly Recommended for Position

- Spiritual Gifts of Leadership, Administration, and/or Shepherding
- Demonstrates capability of functioning as a catalyst/organizer
- Combines effective management skills with strong leadership
- Ability to create, advance, refine, and execute a strategic plan successfully

Ministry Parameters and Supervision

- Exhibit the character qualities of an elder as found in 1 Timothy 3 and Titus 1
- Must be in full agreement with the church's constitution, statement of faith and philosophy of ministry
- Serves on the Council
- Attends all staff meetings