**EXECUTIVE PASTOR JOB DESCRIPTION**

**Mission Statement:** The Gospel of Jesus Christ, so that His Name be Exalted

* Discipling His People
* Reaching the Lost
* Sending to all Nations

Go and make disciples of all nations (Matt 28:19) so that God will be exalted among the nations (Psalm 46:10).

**PURPOSE:** To inspire our worship of our God and Savior Jesus Christ. To Disciple our members to grow in faith and serve each other and our communities. Develop, nurture and maintain a structure and environment for ministry that proclaims and practices a growing and dynamic vision of life with Jesus Christ.

**POSITION FOCUS:** The Executive Pastor shall support the Mission and Vison of Bethel. The Executive Pastor, together with the Lead Pastor, to provide guidance to each area of ministry. Together with the Lead Pastor shall subdivide the shared responsibilities by complimenting each other’s strengths.

**POSITION STATUS:** Full-Time

**SUPERVISORY RELATIONSHIP AND STAFF PARTNERSHIPS:**

Reports to: Full Council through the Administrative Council.

Partners With: The Lead Pastor, Administrative Council, Elders and Deacons to carry out the ministry of Bethel.

**POSITION RESPONSIBILITIES:**

Primary oversight: Administration, Preaching, Discipleship, Adult Ministry, Mentoring Support Staff, Evangelism and Missions

1. **Worship**
   1. The Executive Pastor shall work with the Lead Pastor to provide vision, development and implementation of Bethel’s formal worship ministry. Bethel’s desire is to come together in a spirit of worship of our God and risen Savior. To give Him all the glory due Him as an act if spiritual worship.
   2. The Pastors are to share the preaching approximately equally. Currently Bethel is calling our congregation to worship every Sunday morning, occasionally on Sunday evenings for special services. The Pastors will need to share the special services, such as Prayer Day, Ascension Day, Good Friday, Thanksgiving Day, Christmas Day, New Year’s Eve, Easter and others that may be scheduled. Both Pastors should normally be in attendance at services you are not leading unless fulfilling pulpit supply at other churches.
   3. Assist the Elders to fill and coordinate the preaching schedule of the services that neither Pastor can fill for preaching.
2. **Discipleship** 
   1. Bethel’s vision is to grow our ability to disciple our own. To connect every member, and new members, into the body so that all will sense a connection to the body. To grow our faith and nurture every member to be ready to share the gospel within their lives.
   2. The Executive Pastor, in concert with the Admin Council, to support the training of the elders and deacons in regards to their position, especially in their responsibilities of visiting the sick and shut in.
   3. The Executive Pastor is to supervise and assist in the development and implementation of discipleship ministries, including but not limited to the following:
      * Post high school and adult discipleship ministries
      * Men’s and Women’s ministries
      * Evangelism training
      * Development of interpersonal groups to connect the body together
3. **Pastoral Care –** The Pastors are jointly responsible for the pastoral care of the congregation along with the elders and the deacons.
   1. Provide pastoral care to all who require it, through personal contact and the delegation of the same to responsible others (Elders, Deacons, etc.). This includes:
      * Regularly visit or call on congregational members who are hospitalized, traumatized or confined
      * Regularly provide Christian counsel to those who seek it and as need requires (and make referrals to Christian licensed therapists at the appropriate times)
      * Delegate pastoral care opportunities and responsibilities to appropriate volunteers in the caring ministries of the congregation (Elders, Deacons)
   2. Officiate at funerals of the congregation as requested.
   3. Officiate at weddings of the congregation as requested.
   4. Serve as the communication fulcrum for receiving and disseminating pastoral care information for individual care givers and the congregation as a whole. This includes:

### Inform the congregation in suitable ways (bulletin, prayer line, etc.) about the ongoing and emergency pastoral care needs and crisis situations

### Be responsible for maintaining an open communication link for members and nonmembers who are in need of pastoral care

1. **Evangelism and Missions**
   1. The Executive Pastor will have primary responsibility to support and guide the evangelism efforts of Bethel. To challenge and promote the work of evangelism through the Evangelism Committee and its members.
   2. The Executive Pastor will have primary responsibility to support and guide the worldwide mission efforts of Bethel. To challenge and promote the work of the Mission Committee and support though its members.
2. **Administration** – The Executive Pastor will provide administrative responsibility and oversight of the daily activities of the support staff and immediate guidance as needed.
   1. Oversee the work of support staff and mentor the staff as assigned by the Administrative Council.
   2. Serve as Clerk of the of the Administrative Council, Full Council, and Elders as assigned by the Administrative Council.
   3. With the Administrative Council, engage in annual reviews of those under his supervision and, when necessary, recommend either renewal or termination of contracts.
   4. Serve as the “public face” of Bethel Church, representing her in various community and denominational functions (i.e. classis).
   5. Assure that at least one Pastor is in the building during office hours to assist the support staff as needed and to be available to the congregation (except for an unusual situation or emergency).
   6. Shall accept other duties as mutually agreed upon by the Administrative Council, or as time and ministry circumstances require.
3. **Record Keeping**
   1. Keep accurate records of all activities related to the position for personal accountability. Performance.
   2. Keep records to demonstrate that Bethel’s vision and goals are realized and achieved.
   3. Provide a written report for the elders at their monthly meetings.

**POSITION PRESUPPOSITIONS: The Executive Pastor**

1. Fulfill his responsibilities in a manner consistent with the “Form of Subscription” of the CRCNA.
2. Assure that the ministry under his supervision is exercised in a manner consistent with vision, goals and values of Bethel Church.
3. Assure that the ministry under his supervision is exercised in a manner consistent with the Word of God, the Reformed Confessions, the Book of Church Order of the CRCNA, and the “Articles of Incorporation” of the Bethel Church.
4. Assure that the practice of being “reformed while always reforming” leads to new avenues of ministry, each of which is led by the Holy Spirit and, therefore, consistent with God’s Word which will serve the ongoing renewal and maturing of Bethel’s ministry.