



Job Title	Senior Executive Pastor
Department	Executive Office
Campus	Peoria
Employee Name	OPEN
Revised Date	2/9/2024
Classification	Full-Time, Exempt
Accountable To	Senior Pastor

POSITION DESCRIPTION

The Senior Executive Pastor is empowered by the Senior Pastor to provide global ministry development, coordination, and communication for Northwoods Community Church. The Senior Executive Pastor will work closely with the Senior Pastor (as an extension of him) to implement and carry out the mission, vision, and strategy of the church.

PRIMARY DUTIES AND RESPONSIBILITIES

Developmental

- **Ministry Development:** Will offer strategic guidance and input into the development of any new ministries to ensure that the proper leaders are in place and that there is vision alignment with Northwoods Community Church.
- **Budget Development:** Will work closely with the Executive Pastor of Operations to propose an annual ministry budget to the Executive Team for further refining as defined by the Board of Elders.

Leadership

- **Direct Supervision:** Monitor the pulse of the overall ministry of the church through direct supervision of the Executive Pastor of Operations, the Executive Pastor of Ministries, the Executive Pastor of Creative Communications, the Human Resource Director, The Missions Pastor, and our Multi-site Campus Pastor.
- **Boards Committees etc.:** The Senior Executive Pastor may serve by invitation on the Board of Elders. In addition, the Senior Executive Pastor is an ex officio member of all other Church boards, committees, teams, leadership groups, and any other formally organized groups within the Church. When the Senior Executive Pastor is serving by invitation as a member of the Board of Elders, he will have a voting privilege by virtue of his position. Similarly, with respect to the Executive Pastor's participation as an ex officio member on the other various boards and groups described above, he shall also have a voting privilege by virtue of his position.
- **Executive Team:** Lead the Executive Team, which is authorized and empowered by the Board of Elders, to give oversight and direction to the Leadership Team of Northwoods Community Church within the context of its stated vision. The Executive Team will define the annual strategic initiatives, review the annual budget, and have the final decision-making power concerning leadership issues (i.e.: personnel, financial, etc.).

- **Leadership Team:** Plan the agenda for the Leadership Team, lead the various ministries of Northwoods Community Church within the context of its stated vision, assist in the formulation and execution of strategic initiatives and to serve in an advisory capacity to the Executive Team, to provide direction during regular meetings, and to guide discussions.
- **Strategic Planning:** Oversee short- and long-range strategic planning for Northwoods Community Church.
- **Stewardship Campaigns:** Administrate and supervise all stewardship campaigns.
- **Staff Meetings:** Attend staff meetings for global, visionary, spiritual development, and organizational matters.

Communication

- **Boards and Teams:** Communicate new information, developments, and decisions concerning the global ministry of the church to the Executive Team, Leadership Team, and Board of Elders at regular meetings and as requested.

Pastoral Responsibilities and Expectations

At Northwoods, pastoral staff are spiritually ready and biblically prepared to minister to the congregation and community on a personal level. Pastoral care is shared among many pastors. As a minister you will be licensed or ordained and be compensated for doing pastoral duties.

- **Credentialing:** Pursue and maintain ministerial credentials through Fellowship of Evangelical Churches (F.E.C.). Be an active participant in F.E.C. denominational events and initiatives.
- **Care Responsibilities:** The expressions of pastoral care may include but not be limited to: Prayer, teaching, encouragement, shepherding, equipping, personal ministry, and visitation.
- **Officiant:** Specific functions pastors officiate include weddings (and pre-marital counseling), funerals, baptisms, and communion.

Interaction with Others

The Senior Executive Pastor will work closely with the Senior Pastor and the Executive Team. The Senior Executive Pastor will meet individually with staff and attenders as needed to promote healthy relationships and champion a healthy culture.

Desired Skills, Abilities, and Characteristics

An innovative ministry designer/developer/producer who enjoys evaluating ministry needs and envisioning ideas through focused study, research, and assimilating people in various ministry roles. The Senior Executive Pastor should have a history of healthy relationships and have a high level of emotional intelligence. The Senior Executive Pastor should be good at conflict resolution and have a history of promoting a healthy work environment.

Beneficial Spiritual Gifts

Administration, Leadership, Organization, and Teaching

Desired Education and Experience

Ten years of experience in managerial duties within the church and/or business environment. A bachelor's degree in business administration and/or Church Relations, Bible, Christian Education. A healthy understanding of church and ministry development. Experience in a word & spirit church environment.