

RICHLAND CREEK

COMMUNITY CHURCH

JOB DESCRIPTION

Position: Executive Pastor

Status: Full-Time, Salaried, Exempt

Reports To: Lead Pastor

Ministry Objectives:

The Executive Pastor is first and foremost a pastor and elder on staff, called to shepherd this church alongside the Lead Pastor and elders. Within that calling, this role carries particular responsibility for the alignment, execution, and effectiveness of our ministries, staff, and operations — ensuring that the vision the Lord has given our Lead Pastor is clearly understood, faithfully carried out, and lived out through unified priorities, sound stewardship, and consistent follow-through. The Executive Pastor will function as an Integrator — translating vision into action and aligning our staff around shared priorities — while cultivating a high-trust, elder-led culture marked by clarity, gospel-centered accountability, and genuine care for people.

Elder Qualifications:

- Meets the biblical qualifications for Pastor/Elder as outlined in 1 Timothy 3:1–7, Titus 1:5–9, and 1 Peter 5:1–4.
- Demonstrates a clear calling to pastoral ministry and a genuine love for Christ's church, with a proven desire and ability to shepherd, care for, and develop people.
- Demonstrates spiritual and personal integrity, including freedom from patterns of unrepentant sin or conduct that would bring reproach upon Christ, his family, or Richland Creek.
- Maintains a strong personal devotional and prayer life and demonstrates consistent growth in Christlikeness.
- Practices meaningful church membership through active participation, service, and accountability within the body of Richland Creek Community Church.
- If married, is committed to a Christ-centered marriage with a like-minded wife and faithfully leads his household in accordance with biblical principles.
- Is a proven disciple-maker who equips those under his leadership to trust, follow, and obey Jesus and to make disciples of others.

Position Qualifications:

- Agreement with and support of the 2000 Baptist Faith and Message, Richland Creek's Statement of Faith, Mission Statement, and Constitution and Bylaws.
- Demonstrates the character reflected in Richland Creek's Eight Leadership Principles: Christlike, Family (Love One Another), Trustworthy, People Developer, Motivator, Collaborator, Innovator, and Excellence.
- Understands, supports, and is committed to functioning within Richland Creek's elder-led model of church governance and leadership.
- Demonstrates the humility, maturity, relational security, and sound judgment necessary to lead effectively in partnership with the Lead Pastor and elders and to advance the church's shared vision.
- Demonstrates a proven ability to translate vision into clear priorities, actionable plans, aligned teams, and consistent follow-through.
- Has a proven ability to lead, develop, coach, encourage, and hold staff accountable in a manner that combines clarity and high expectations with pastoral care, trust, grace, and genuine concern for people.
- Possesses excellent written, verbal, and interpersonal communication skills and the ability to communicate clearly across various levels of church leadership and ministry.

- Demonstrates giftedness and proven effectiveness in the core work of pastoral ministry, including teaching the Word, leading and shepherding people, and identifying, developing, and multiplying the next generation of ministry leaders—including preparing and sending leaders beyond Richland Creek.
- Demonstrates sound financial and organizational judgment and a working understanding of budgeting, stewardship, personnel administration, organizational systems, and church operations.
- Has a minimum of 10 years of ministry experience, including at least five years in a senior church leadership role with responsibility for leading staff, developing leaders, and overseeing significant organizational or ministry functions.
- Holds a graduate-level seminary degree, preferably an M.Div. or equivalent master's degree from an accredited theological institution.

Position Direct Responsibilities:

- **Vision Translation & Strategic Planning**
 - Work closely with the Lead Pastor and elders to clarify, refine, and translate vision into annual priorities, strategic initiatives, and actionable ministry plans.
 - Facilitate an annual and multi-year planning process that aligns all ministries to the mission, vision, and values of the church.
 - Ensure that church-wide priorities are communicated clearly and consistently across all staff and ministry areas.
- **Staff Leadership, Alignment & Development**
 - Shepherd, lead, and develop staff, ensuring alignment with church-wide priorities and direction.
 - Conduct regular staff meetings, executive team meetings, one-on-ones, and leadership rhythms that reinforce clarity, communication, and unity.
 - Assist in alignment and communication between the Lead Pastor, elders, staff, and deacons.
 - Coach, support, and evaluate staff in both performance and spiritual leadership, fostering growth and development.
 - Guide hiring, onboarding, development, repositioning, and when necessary, dismissal of staff in collaboration with the Lead Pastor and elders.
- **Accountability Systems & Ministry Effectiveness**
 - Establish and maintain clear goals, key performance measures, and expectations for all ministries and staff.
 - Implement consistent rhythms for reporting, evaluation, and follow-up to ensure progress toward stated goals.
 - Regularly assess ministry effectiveness and alignment, making recommendations for improvement or realignment.
 - Lead healthy, pastoral accountability conversations that strengthen both trust and performance.
- **Operational & Administrative Leadership**
 - Oversee all church operations, including finance, budgeting, human resources, communications, IT, facilities, and security.
 - Develop and manage the annual budget in alignment with church priorities, ensuring wise stewardship of resources.
 - Assist ministry leaders in developing and managing their budgets effectively.
 - Establish, review, and improve policies, procedures, and systems to support efficient and effective ministry operations.
 - Ensure operational readiness for weekly gatherings, ministries, and major events.
- **Organizational Health & Culture**
 - Champion a healthy staff culture marked by trust, clarity, humility, and accountability.
 - Maintain and strengthen a high-trust environment while introducing appropriate structure and expectations.
 - Identify organizational gaps, inefficiencies, or misalignments and implement solutions that improve effectiveness.
 - Address significant unresolved conflict involving staff or church members.
 - Perform other duties as assigned.

Employment & Application Information:

- Successful completion of required criminal and credit background checks, with any identified concerns satisfactorily resolved.
- Salary and benefits commensurate with experience and qualifications.
- **Please submit a cover letter and résumé to Jobs@RichlandCreek.com.**