



**BELLE AIRE**  
BAPTIST CHURCH

JOB DESCRIPTION

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EXECUTIVE PASTOR

## OVERVIEW

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**Purpose and Primary Responsibilities:** The Executive Pastor is responsible for managing the church's business and legal affairs, overseeing various committees and teams, assisting the Senior Pastor in implementing vision among the staff and congregation, and managing various church-wide projects.

## RESPONSIBILITIES

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### *Business and Legal*

- Oversee all areas of business and financial management. Work with the financial secretary to make sure all bills are paid in a timely manner, payroll requirements are met, and that the church complies with applicable tax laws and regulations. Keep accurate computer records of all financial transactions and donations. Produce monthly and year-end financial reports for the Finance Committee and church to review. Assist the Finance Committee in the preparation of the annual budget. Maintain control over spending to make sure the church keeps expenditures within revenue and budget limitations. Manage all bank transactions. Make sure the church has appropriate property and liability insurance. Serve as the purchasing agent for the church.
- Oversee all areas of personnel and office management. Make sure the church complies with all employment laws and regulations. Maintain all personnel records. Work with the Personnel Committee to evaluate and recommend employee insurance, salary, and benefits packages. Recommend to the hiring and termination of the non-ministerial staff to the Personnel Committee. Review and revise, as necessary, job descriptions and personnel policies. Set office policies.
- Oversee all areas of facilities management. Work with the facility staff to make sure the building and grounds are properly maintained and that the needs of all church ministries are properly met. Authorize major repairs and capital expenditures. Maintain up-to-date inventory of all church property. Make sure the church adheres to applicable codes, laws and regulations. Establish policies and procedures for the use of the building and other church property.

### *Other Committees and Teams*

- Oversee Benevolence Committee
- Organize, recruit and train volunteers to serve on the church Safety Team. Establish protocols for the effective response to safety and security threats.
- Oversees Food Service Manager

### *Vision*

- Help implement vision from the Lead Staff among the entire staff and the congregation. Help staff rally around goals and implement systems to reach those goals.
- Assist the Senior Pastor in developing and implementing a plan for staff development and periodic staff reviews.

### *Church-wide Projects*

- Manage various church-wide projects, including but not limited to renovations, capital campaigns, special events, and strategic initiatives.

## REQUIREMENTS

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- Possesses strong character, wisdom, and discernment
- Demonstrates a vital and growing relationship with Jesus Christ
- Fully supportive of the Baptist Faith and Message 2000
- At least 5 years of experience managing large teams in either the church or business world
- Comfortable utilizing various forms of technology for ministry effectiveness
- Bachelor's degree in business, ministry leadership, or a related field
- Seminary degree preferred

## DETAILS

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- Full-time, salaried, exempt
- Supervises: Executive Assistant to the Executive Pastor, Financial Secretary, Facilities Manager, Food Service Manager
- Reports to: Senior Pastor