

## **Rise Christian Church Executive Pastor Job Description**

The role of Executive Pastor at Rise Christian Church is a vital role to the overall vision of RISE in which we strive to help people **BEGIN** to know Jesus, **BELIEVE** in Him, **BECOME** a closer follower, and **BUILD** His Kingdom. The Executive Pastor position will not only serve as a staff member, but also as one of the Elders at RISE. He will work alongside the Senior Pastor and Elders to oversee RISE staff and work to execute the mission of the church and will report to the Senior Pastor.

**EXPECTATIONS:** The RISE Executive Pastor is expected to:

- Be a committed Christian with a willing heart, character, and lifestyle reflective of a genuine Christ-follower including meeting the biblical qualifications of an elder.
- Have a passion and love for Jesus and His Church.
- Be (or become) a member of Rise Christian Church, fully supporting the church's vision and core beliefs as evidenced by teaching, tithing, and lifestyle.
- Be a team player with a willingness to contribute to the value of the entire Leadership Team at RISE.
- Attend regular staff meetings and board meetings.
- Be self-motivated and possess a solid work ethic.
- Be coachable and eager to learn from others.
- Be doctrinally sound and able to teach in an understandable and relatable way.

**MINISTRY RESPONSIBILITIES:**

- **Staffing**
  - Be the day-to-day lead of RISE staff under the direction and consultation of the Senior Pastor.
  - Encourage, equip, coach, and supervise RISE Staff and hold them accountable to the responsibilities and goals set by the Elders and to a lifestyle that reflects that of a servant leader in Christ's Church.
  - Be the key initiator in hiring future RISE Staff.
  - Conduct staff reviews and lead staff one-on-ones.
  - Lead staff meetings alongside Senior Pastor.
  - Be the chief liaison between the RISE Staff and Elders.
  - Help onboard new staff.
  - Conduct exit interviews when staff leave their position.
- **Stewardship**
  - Work with Treasurer and Trustees to oversee the financial dealings of the church.
  - Understand all financial systems of Rise Christian Church.
  - Lead financial planning of the church including any future capital campaigns.
  - Oversee insurance renewals.
  - Approve payroll, staff expenses, and church credit card reporting.
- **Systems**
  - Develop and/or oversee all church policies and their implementation (i.e. staff handbook, wedding policy, volunteer policy, etc.).
  - Oversee quality controls at all levels.
  - Develop and/or oversee all church systems (i.e. website, social media, phone system, communication systems, operational systems, church software, etc.).
- **Strategy**
  - Work with Elders and Senior Pastor in the execution of Rise Christian Church's vision and mission.
  - Help make sure leadership is aligned with church vision and overall communication of our vision is clear.
- Other duties as assigned by Senior Pastor and Elders, including, but not limited to: preaching, teaching, visitations, pastoral care, communications, multimedia, set-up and tear-down, etc.

**Competitive salary and benefits commensurate with experience.**