

## **Executive Pastor**

The Executive Pastor serves Friends Congregational Church by partnering with the Senior Pastor, staff, and lay leadership to fulfill the mission, vision, and core values of the congregation. S/he focuses on operationalizing the overall vision and mission of the congregation, maximizing program effectiveness, and providing spiritual leadership to the congregation.

**Reports to:** Senior Pastor

### **Essential Functions:**

1. Partner with the Senior Pastor in the accomplishment of the church's mission, vision, and core values
2. Operationalize the vision and mission of the congregation as articulated and led by the Senior Pastor
3. Share in the pastoral and ministerial duties of the congregation, including preaching, teaching, providing spiritual guidance, and administration of sacraments; regularly perform baptisms, weddings, and funerals
4. Provide primary staff leadership in the following core areas of congregational life:
  - **Stewardship & Finance:**
    - Work closely with the Finance Committee and Stewardship team to provide an overall vision for the stewardship of financial and material resources
    - Work with Stewardship chair to plan and execute annual pledge campaign and special offerings
    - Plan and execute special fundraising campaigns, planned giving, and endowment growth & management with lay leadership and staff
  - **Communications:**
    - Work closely with Administrative Assistant, Evangelism chair, and communications subcommittee to share a consistent and engaging message across platforms and important information both internally and externally
    - Oversee production of weekly news and quarterly newsletter
    - Coordinate logo, branding, and identity guidelines

- **Operations**
    - Partner with the Deputy Moderator for Trustees to oversee the stewardship of property and facilities
    - Supervise Administrative Assistant/Office Administrator to ensure effective functioning of church office
    - Supervise Childcare workers in collaboration with Personnel
    - Manage visitor tracking, database information, and IT access with lay volunteers and staff
    - Purchasing for program and trustee areas as needed
    - Collaborate with staff and lay leadership to continuously evaluate governance structure, policies, and procedures to ensure effectiveness and alignment with congregational mission, vision, and values
  
  - **Technology & Digital Ministry:**
    - Oversee technology needs for church operations, outreach, and worship
    - Recommend hardware, software, and AV equipment in consultation with volunteers
    - Supervise AV Tech position
    - Provide vision and leadership for digital ministry, including online worship
  
  - **Spiritual Life**
    - Provide primary staff support to Spiritual Life committee
    - Oversee small group ministry
    - Coordinate Inquiry Classes
    - Teach regular bible study and/or topical faith formation classes
5. Collaborate with Senior Pastor in other areas of ministry such as Christian education, youth, justice & mission, or public advocacy as requested

## Executive Pastor Summary

The Executive Pastor serves Friends Congregational Church by partnering with the Senior Pastor, staff, and lay leadership to fulfill the mission, vision, and core values of the congregation. He will focus on operationalizing the overall vision and mission of the congregation, maximizing program effectiveness, and providing spiritual leadership to the congregation.

### Core Areas:

- Stewardship & Finance
- Communications
- Operations
- Technology & Digital Ministry
- Spiritual Life

Why this title and role change? Pastor Trent and the APR team focus on two primary reasons:

1. This title better reflects the evolving role that Pastor Trent has been and continues to take on; he has been leading the stewardship ministry now for a couple of years, led the initiative into the creation of the endowment fund and ultimately the Finance Committee; has overseen the congregation's technology needs, especially since Covid hit; has worked with the ad hoc Communications team, and continues to help lead the Spiritual Life ministry.
2. This title is also important as a marker of professional progress; because the title of Associate Pastor does not make any distinction between someone newly out of seminary and someone with more than 15 years experience, the APR team feels that this is an important delineation for Pastor Trent as he reaches mid-career, and having completed an important professional credential recently.

### What is an Executive Pastor?

The title, while not yet widely used in the UCC, has become more common in evangelical churches in recent years, and is increasingly being adopted in larger, multi-staff mainline settings for pastors performing the duties outlined above. We make the analogy to the business world: there is often a CEO, which is the role Dan occupies—providing vision, direction, and the “face” of the organization; and a COO (Chief Operating Officer) who functions as the one implementing the vision and direction of the CEO. An Executive Pastor helps to operationalize the vision, mission, and values of the congregation.