

Bible Fellowship Church

Executive Pastor Job Description

Lead the Organization. Equip the Staff. Advance the Mission.

Bible Fellowship Church is seeking a gifted and experienced Executive Pastor to provide executive leadership for the administrative and operational ministries of the church while serving as a key member of our pastoral leadership team. This full-time position partners closely with the Lead Pastor to translate vision into action through leadership, organizational excellence, and ministry development.

Our Mission

We love the people of the Hemet and San Jacinto Valley and our primary goal is to bring these people into a life saving relationship with Jesus Christ and encourage them to embrace a missional life of service to Him.

Position Summary

The Executive Pastor serves as the primary administrative and operational leader of Bible Fellowship Church. Working directly with the Lead Pastor and Elders, this individual provides executive oversight of church operations, staff leadership, ministry support systems, strategic planning, budgeting, human resources, facilities, communications, and organizational development. This role enables the Lead Pastor to devote greater attention to preaching, teaching, vision casting, prayer, and pastoral ministry.

Primary Responsibilities

Executive Leadership

- Partner with the Lead Pastor to implement the church's vision and strategic initiatives.
- Lead and supervise staff and ministry directors.
- Coordinate ministry planning and staff collaboration.

Operations & Administration

- Oversee church office operations and ministry support systems.
- Develop policies, procedures, and organizational systems.
- Improve scheduling, project management, communications, and technology.

Financial & Resource Management

- Assist with annual budgeting and long-range financial planning.
- Promote sound stewardship and internal controls.

Human Resources & Staff Development

- Recruit, onboard, supervise, and develop staff.
- Equip ministry leaders and volunteers.
- Foster a healthy, collaborative staff culture.

Facilities & Ministry Support

- Oversee campus operations, maintenance, logistics, and major events.
- Support future ministry expansion and capital projects.

Pastoral Ministry

- Participate in shepherding, discipleship, teaching, counseling, worship services, and pastoral care as needed.

Qualifications

- Growing relationship with Jesus Christ.
- Meets the biblical qualifications of 1 Timothy 3:1–7 and Titus 1:5–9.
- Proven executive and organizational leadership experience.
- Excellent communication, collaboration, integrity, humility, and servant leadership.
- Fully supports the doctrine, mission, and vision of Bible Fellowship Church.

Application Requirements

Please submit:

- Employment Application
- Resume
- Cover Letter
- Personal Testimony
- Statement of Faith
- Three Professional References

Scripture

"Whatever you do, work at it with all your heart, as working for the Lord, not for human masters." — Colossians 3:23