Executive Pastor of Administration and Discipleship

Status: Full Time
Reports to: Senior Pastor

Position Summary

The Executive Pastor of Administration and Discipleship serves as the Senior Pastor's primary partner providing leadership, oversight, and direction for the staff, ministries, and organizational life of First Baptist Church Pinehurst. This role works closely with the Senior Pastor to translate the church's vision into effective leadership, healthy administration, staff alignment, and intentional discipleship. He carries significant delegated authority to lead staff, oversee administrative and operational functions, and provide leadership for the church's discipleship strategy.

Primary Responsibilities

Senior Pastor Partnership, Ministry Alignment, & Strategic Execution

- Serve as the Senior Pastor's primary leadership partner, confidant, and organizational counterpart in clarifying, communicating, and executing the vision and priorities of the church
- Help the Senior Pastor think strategically about the church's growth, challenges, opportunities, staffing, and future
- Support and implement decisions made by the Senior Pastor and church leadership
- Help translate the church's vision into clear goals, plans, responsibilities, timelines, and measurable outcomes
- Take ownership of organizational matters that do not require the Senior Pastor's direct involvement and assume appropriate leadership responsibilities delegated by the Senior Pastor
- Ensure major initiatives have appropriate planning, staffing, communication, and follow-through
- Help ministry leaders understand and implement the church's overall vision and identify duplication, gaps, or competing priorities between ministries

Staff Leadership & Development

- Provide day-to-day leadership, oversight, coaching, and development of church staff
- Ensure the staff understands the church's direction and is aligned around its priorities
- Establish clear expectations, responsibilities, and accountability
- Address staff concerns and conflicts promptly and appropriately
- Lead regular staff meetings and leadership meetings
- Identify leadership strengths and development needs within the staff
- Foster a healthy staff culture characterized by humility, unity, excellence, communication, and accountability
- Assist the Senior Pastor with hiring, onboarding, evaluation, development, and all facets of employee management in coordination with the Personnel Committee

Administration & Organizational Leadership

- Oversee the day-to-day administrative operations of the church and coordinate major ministry initiatives
- Provide oversight of facilities, technology, security, communications, administration, and other operational areas as assigned
- Identify organizational inefficiencies and develop practical solutions
- Ensure appropriate policies and procedures are established and followed
- Work to ensure that the church's organizational and operational infrastructure supports church growth

Financial Leadership

- Assist in the development of the annual church budget and monitor budget performance and ministry spending in coordination with the Stewardship Committee and Treasurer
- Help ensure financial resources are aligned with the mission and strategic priorities of the church
- Provide appropriate oversight of financial systems and administrative processes
- Help ministry leaders develop responsible and effective ministry budgets
- Promote a culture of biblical stewardship and financial accountability

- Communicate significant financial opportunities, concerns, and decisions to the Senior Pastor

Pastoral Ministry

- Participate in preaching, teaching, pastoral care and counseling as assigned
- Participate in baptisms, communion, weddings, funerals, membership processes, and other pastoral responsibilities
- Build meaningful relationships with members and ministry leaders

Discipleship Leadership

- Develop, communicate, and oversee a church-wide discipleship strategy that establishes a clear pathway for spiritual growth
- Ensure the church's ministries are aligned with the goal of making and multiplying disciples
- Evaluate the effectiveness of discipleship ministries and make adjustments when necessary
- Help develop and strengthen small groups, Bible studies, classes, men's ministry, women's ministry, and other discipleship environments
- Develop strategies for helping new members move from attendance into meaningful relationships and discipleship
- Equip ministry leaders to make disciples rather than simply manage programs
- Develop leaders and identify future leadership needs within the church
- Develop practical ways to encourage spiritual maturity, biblical literacy, relational connection, service, and multiplication throughout the church
- Ensure ministries have the resources and support necessary to accomplish their objectives

Spiritual Qualifications

- Demonstrate a clear and growing relationship with Jesus Christ that manifests in spiritual maturity, humility, integrity, wisdom, and sound judgment
- Hold a high view of Scripture and affirm the church's theological convictions (Baptist Faith & Message 2000)
- Possess a heart for people and a passion for making disciples
- Demonstrate a servant's heart while possessing the confidence necessary to lead

Leadership & Professional Qualifications

- Significant experience in senior leadership, operations, staff management, and budgeting– 5-10 years
- Strong organizational and administrative abilities
- Ability to think strategically while executing details
- Strong communication and interpersonal skills
- Ability to navigate conflict in a healthy and biblical manner
- Ability to build trust with both staff and congregation
- Experience developing or overseeing a discipleship strategy

Educational Qualifications

- MDiv or equivalent is required | Must be ordained
- The ideal candidate is a spiritually mature pastor and organizational leader who can lead people, develop leaders, build healthy systems, solve problems, execute vision, and cultivate a culture of discipleship