FIRST BAPTIST CHURCH
ALEXANDRIA

Position Title: Executive Pastor for Ministry Leadership
Direct Supervisor: Senior Pastor
Date Prepared/Revised: 11/03/2026
FLSA Class: Exempt Status: Salary, Full-Time

Position Summary

The Executive Pastor for Ministry Leadership will support the Senior Pastor's vision, mission and guiding principles for First Baptist Church of Alexandria by providing direct supervision, guidance and day-to-day leadership for pastors and ministry staff. This position exists to strengthen the health, effectiveness and alignment of FBCA's ministries while allowing the Senior Pastor to focus on the larger mission, vision, preaching, teaching and spiritual leadership of the church in collaboration with our pastors.

The Executive Pastor will serve as a trusted supervisor and shepherd for ministry leaders, helping them set priorities, resolve challenges, grow professionally, collaborate across ministry areas and faithfully carry out the work of the church. This role does not serve as a regular preaching pastor or as a backup to the Senior Pastor for weddings, funerals or other primary pastoral duties.

Duties and Responsibilities

The Executive Pastor will be responsible for supervising and supporting all pastors and directors leading areas of ministry. This position will help ensure that FBCA ministries operate in alignment with the church's mission, values, priorities and ministry goals as set by the Senior Pastor.

- Provide direct supervision, coaching and spiritual encouragement to ministry staff through regular one-on-one meetings, feedback, prayer and guidance.

- Serve as the primary supervisory point of contact for ministry leaders, helping them navigate ministry needs, volunteer challenges, congregational concerns and operational priorities.
- Help ministry staff establish clear goals, ministry plans, professional development priorities and measures of effectiveness in coordination with the Senior Pastor.
- Support the Senior Pastor by elevating major ministry opportunities, concerns, personnel matters or decisions that require his awareness, guidance or approval.
- Foster a healthy staff culture marked by trust, cooperation, accountability, communication, humility and shared commitment to the mission of FBCA.
- Encourage collaboration among ministry areas and help staff identify opportunities for shared planning, communication and ministry support.
- Assist ministry leaders in prioritizing work, managing workloads, developing volunteers and strengthening ministry systems.
- Work with the Senior Pastor and Director of Finance and HR, as appropriate, on staff transitions, position needs, performance plans and other personnel matters.
- Participate in performance management for assigned staff, including goal setting, interim reviews, annual reviews and corrective action plans when needed.
- Provide leadership and guidance during periods of staff transition, sabbatical, illness or temporary ministry coverage.
- Other duties as assigned by the Senior Pastor.

Other Responsibilities

- Maintain and enforce all policies and procedures of the church.
- Foster cooperation, teamwork, respect, trust and dependability within the church staff.
- Create an environment of trust by maintaining privacy and confidentiality of sensitive information.
- Faithfully radiate energy, friendliness, righteousness, fellowship and stewardship in promoting the Lord’s work at FBCA.
- Represent FBCA favorably in interactions with staff, church members, volunteers, visitors and the broader community.
- Maintain a regular rhythm of prayer, spiritual growth and professional development appropriate for pastoral leadership.

Position Requirements

- A personal relationship with Jesus Christ and a growing faith evidenced by spiritual maturity, humility and integrity.
- A clear calling to pastoral ministry and a demonstrated commitment to serving the church.
- Bachelor's degree and seminary or graduate theological education.
- Endorsement of FBCA's mission, values, beliefs, Purpose Statement, Constitution and Bylaws.
- Significant experience supervising, coaching or leading ministry staff, ministry teams or other professional staff.
- Proven ability to shepherd, mentor and develop leaders with wisdom, patience and accountability.
- Strong relational, pastoral, administrative and organizational skills.
- Demonstrated ability to manage conflict biblically, discreetly and constructively.
- Ability to maintain confidentiality and exercise sound judgment in sensitive personnel and ministry matters.
- Ability to work well in a team environment and support the leadership of the Senior Pastor.
- Excellent verbal and written communication skills.
- Familiarity with church ministry operations, volunteer leadership, discipleship, pastoral care and staff management.

Preferred Experience

- Ten years or more of pastoral ministry experience.
- Experience supervising multiple ministry areas or staff members in a church or ministry setting.
- Demonstrated ability to build healthy staff culture and improve communication across ministry areas.
- Proficiency in, or ability to be trained in, Microsoft Office programs, Church Community Builder, Subsplash and other programs used by FBCA.
- Experience with performance management, volunteer development and ministry planning.

“Be shepherds of God’s flock that is under your care, watching over them – not because you must, but because you are willing, as God wants you to be.” 1 Peter 5:2

_____	_____
Employee	Date
_____	_____
Direct Supervisor	Date
_____	_____
Director of Finance and HR	Date