

Executive Pastor – Job Description

Position Summary

The Executive Pastor serves as the senior administrative, operational, and ministry leadership executive of Beulah Missionary Baptist Church, working in close partnership with and under the direction of the Senior Pastor. This role translates the Senior Pastor's vision into ministry strategies, organizational priorities, and operational plans; provides executive leadership to staff and ministry operations; strengthens accountability and systems; and promotes collaboration across the church.

The Executive Pastor must understand and honor the history, traditions, theology, and cultural significance of the Missionary Baptist church while possessing the leadership and management skills necessary to position Beulah for continued ministry growth, community impact, and long-term sustainability.

Key Responsibilities

1. Strategic Leadership & Vision Implementation

- Partner with the Senior Pastor to convert vision into actionable ministry, organizational, operational, and community-engagement priorities.
- Coordinate strategic planning with the Senior Pastor, Board of Directors, ministry leaders, and other leadership bodies.
- Lead long-range planning, goal setting, and evaluation processes.
- Assess organizational effectiveness and recommend improvements that strengthen ministry impact, efficiency, and sustainability.

2. Staff Leadership & Human Resources

- Provide executive supervision to ministry leaders, the Family Life Center Executive Director, administrative staff, department heads, and designated operational personnel.
- Oversee recruitment, hiring, onboarding, performance management, staff development, evaluations, conduct compensation analyses as required including succession planning.
- Facilitate effective communication and collaboration across staff, departments, and ministries.
- Foster a healthy organizational culture grounded in servant leadership, excellence, accountability, teamwork, respect, and spiritual growth.

3. Ministry & Organizational Oversight

- Oversee all ministry departments to ensure alignment, collaboration, and effectiveness.
- Support ministry leaders in setting goals, developing programs, and stewarding resources.
- Oversee churchwide community engagement, outreach, and local mission initiatives.

4. Administration & Operations

- Oversee daily operations including technology, communications, and administrative systems.
- Manage church policies, organizational structure, compliance, and documentation.
- Develop efficient processes for communication, scheduling, event coordination, and facility usage.

5. Resource Management

- Collaborate with the Senior Pastor and Finance leaders in developing and managing the HR budget.
- Oversee contracts as needed, vendor relationships, and major purchases.
- Ensure integrity, transparency, and compliance with Baptist governance structures.

6. Governance, Communication & Community Engagement

- Serve as a primary executive resource to the Senior Pastor on administrative, operational, organizational, and strategic matters.
- Collaborate with the Board of Directors, Deacons, Trustees, Finance Department, and other leadership bodies in accordance with our governance structure.
- Represent the church, when designated, in community, civic, denominational, and partnership settings.

7. Spiritual Leadership

- Demonstrate a visible commitment to the spiritual life and ministry of Beulah Missionary Baptist Church.
- Support the Senior Pastor in nurturing a church culture grounded in prayer, biblical teaching, discipleship, evangelism, service, and Christian fellowship.
- Model Christian character, spiritual maturity, servant leadership, and respect for the congregation and its traditions.

Qualifications

Education & Experience

- Bachelor's degree, equivalent education and experience or military/officer training is preferred; graduate education in divinity, business, public administration, nonprofit management, organizational leadership, or related fields is highly preferred.
- Substantial executive, ministry, nonprofit, or organizational leadership experience may be considered.
- Ordination is required.
- Minimum 10 years of progressively responsible leadership experience, ideally in a church, faith-based organization, nonprofit, or similarly complex environment.
- Significant experience supervising professional staff and/or ministry leaders.

- Demonstrated experience with complex operations, budgets, organizational change, strategic initiatives, and cross-functional ministries.
- Experience working with Boards, governing bodies, or senior executive leadership preferred.

Leadership Competencies

- Strong executive leadership, organizational management, and strategic-planning skills.
- Ability to translate vision and strategy into measurable action and results.
- Excellent communication, interpersonal, problem-solving, and decision-making skills.
- Emotional intelligence, discretion, sound judgment, and ability to navigate sensitive matters.
- Ability to lead organizational change while respecting history, relationships, and culture.
- Ability to develop, motivate, coach, and hold staff accountable.
- Strong operational management capabilities.
- Proficiency with technology and contemporary administrative systems.

Character & Spiritual Qualifications

- Mature Christian faith and commitment to biblical principles.
- Integrity, humility, wisdom, discretion, and servant leadership.
- Commitment to the mission, vision, values, and ministry of Beulah Missionary Baptist Church.
- Respect for Baptist doctrine, congregational polity, and the historical and cultural heritage of the Black Baptist church.
- Collaborative spirit and genuine respect for clergy, staff, lay leadership, members, and the community.
- Ability to balance spiritual leadership with sound executive and organizational management.

Reporting & Organizational Relationships

Reports to: Senior Pastor **Supervises:** Designated Ministry Leaders, Administrative Staff, Family Life Center Executive Director, Department Heads, Church Counselor, and Operational Teams.

Works Closely With: Senior Pastor, Board of Directors, Deacons, Trustees, Finance Department, ministry leaders, affiliated organizations, and other leadership bodies.

Leadership Expectations

The Executive Pastor serves as a trusted partner to the Senior Pastor and a unifying leader across the organization—honoring Beulah’s rich history and traditions while helping lead the church confidently into its next season of ministry. Success requires spiritual maturity, executive leadership, operational excellence, cultural understanding, sound judgment, and a genuine heart.