

JOB DESCRIPTION: EXECUTIVE PASTOR

Overview of Roles and Responsibilities

POSITION OVERVIEW

This position is primarily responsible for the organizational structure and operations of the church and its ministries for the execution of Renewal's overall vision:

To ignite a gospel-spreading movement through multiple local congregations in the greater Philadelphia area and the world, so that individuals, communities, and cultures are renewed in Christ.

This includes oversight, strategic planning, and coordinating of Renewal's ministries and staff for the integration of its vision in its week-to-week operations. He will also assist the Senior Pastor in preaching, teaching, and pastoral care for the spiritual well-being and development of its congregants.

I. JOB FUNCTIONS & DESCRIPTIONS

1. Assist the Senior Pastor in Strategic Planning & Implementation

- a. Provide impetus for regular strategic planning and goal processes including working with the SP in the planning and transitioning organizational changes for the church and future church-planting efforts.
- b. Establish tools for communicating vision, direction, and progress to the Session and to the church.
- c. Assist in the training and development of church-planting residents particularly in the areas of strategic and operational implementation.

2. Assist the Senior Pastor in Ministry & Staff Development

- a. Oversee all ministries to ensure alignment and integration of the church's strategic plan for achieving its goals.
- b. Assist SP in developing and implementing a healthy structure and environment for its Staff and Session.
- c. Develop and plan out weekly Sunday liturgy and worship, working with lay leaders over its praise ministry.
- d. Provide pastoral oversight, training, and development of (1) Community Groups and (2) Discipleship ministries, including the writing of Bible studies and discipleship material.
- e. Provide pastoral oversight to the College Director for the development of their ministries and discipleship of their students.
- f. Provide oversight over diaconal ministries for local outreach, community involvement, and mercy/counseling care.
- g. Provide oversight and serve as liaison for the Mission Committee for global outreach.

3. Oversee Church Systems & Administrative Operations

- a. Identify and provide operational infrastructure that will facilitate strategic planning, oversee risk management and enable members in their ministry.
- b. Oversee and provide direction of technology infrastructure and investments (i.e., project management, website/social media, church communication).
- c. Work with Treasurer, Diaconate, and Session for the oversight of financial operations, including planning, reporting, and supervision.
- d. Work with Administrative Assistant in facility maintenance and relationship with building licensor.

4. **Provide Assistance & Counsel to the Session**

- a. Assist the SP and the Session in the shepherding care of congregants including individual, marital, and family counseling.
- b. Help the Session manage its work of church oversight, membership assimilation, and discipline.
- c. Oversee presbytery obligations and responsibilities by representing Renewal to other churches, ministries, and interests in the Greater Philadelphia area.

II. **EXPECTATION OF RELATIONSHIPS**

1. **To Senior Pastor:** Expected to have unity of voice and vision with the SP and provide direct assistance as needed. Will report directly to the SP and the Session.
2. **To the Session:** Assist setting Session agenda and provide leadership by working closely with each elder over his respective area of church oversight (i.e., community groups, praise & worship ministries).
3. **To the Staff:** Lead staff meetings and provide direct counsel over his/her respective ministry.
4. **To the Congregation.** Assist Senior Pastor in preaching duties (about 10 times a year) and lead weekly worship and presiding duties. Share teaching responsibilities for Christian Education with Senior Pastor. Lead and oversee all membership & catechism classes.

III. **SELECTION CRITERIA & QUALIFICATIONS**

1. Possessing the traits of an elder found in 1 Timothy 3 and Titus 1 and be sound in the Reformed faith.
 - a. Theologically Reformed as exhibited in the *Westminster Standards* (with minor exceptions).
 - b. Showing evidence of personal godliness, joy, and evidence of on-going gospel renewal in his life.
 - c. Understand and able to communicate Gospel-centered values (i.e., reading the Bible redemptive-historically and centrality of Christ in preaching and teaching).
2. Masters of Divinity Degree (or equivalent).
3. Ordained as (or be willing and able to be) a Teaching Elder in the Presbyterian Church of America (PCA).
4. At least 2 years of full-time pastoral ministry experience.
5. Considerable organizational leadership experience (non-ministerial experience acceptable).
6. Committed to the vision and calling of Renewal Main Line to the Greater Philadelphia area.
7. Culturally, ethnically, and socioeconomically aware and sensitive to Renewal's diverse congregation.

IV. **APPLICATION**

1. **One-page cover letter** including a self-assessment and desire for the position.
2. **Detailed resume and references** (background investigation check will be required).
3. **PCA Ministerial Data Form** (obtained via PCA Administrative Committee: <https://www.pcaac.org/pastor-search/pastors-open-to-a-new-call>).