
Executive Pastor

**HERITAGE BIBLE CHURCH, GREER, SOUTH CAROLINA
PROFILE AND JOB DESCRIPTION, UPDATED NOVEMBER 13, 2019**

Heritage Bible Church is a non-denominational church located in the growing and strategic Greenville area in South Carolina. In dependence upon our Lord, we are searching for a man to help lead our church in the strategic role of executive pastor. We have been well served by our current executive pastor who will retire soon after twenty-five years of pastoring in various roles on our staff. In what follows we'll describe our church, the kind of man we're looking for, what we need him to do, and how you can learn more. For a more thorough introduction to our church, see the Church Profile included with this job description.

In this Profile and Job Description we will do our best to describe the kind of man we're looking for and how we mean for him to serve among us. Admittedly, this is an idealized portrait. We can imagine a man ticking all the boxes who is nevertheless not for us. We can also imagine a man who doesn't tick all the boxes who is perfect for us. We expect the Lord to grant us wisdom throughout this process. With that important qualification in mind, if the following portrait resonates with your character, capacity, and desires, let's talk.

What Kind of Man We're Looking For

We are looking for a godly and capable pastor with unique strengths in the area of administration and leadership. Here's what we mean by that.

A Biblically Qualified Pastor and Teacher

Before anything else, this man must be a shepherd according to the qualifications and motivations for eldership found in 1 Timothy 3:1–7, Titus 1:5–9, and 1 Peter 5:1–4.

A man who is proven to be:

- An example to the flock in his character
- Able to teach, instructing in and defending sound doctrine
- A man who loves Christ's church and his plan for the local church

Given the scope of the man's theological influence among teams and leaders, we desire for this man to hold a Master of Divinity, though this is not required.

An Administrative Leader

Given his unique role in our church, he must have a unique set of skills in the area of administration and leadership.

A man who is proven to be:

- A healthy presence on a team, warm-hearted, clear-minded, level-headed, and thick-skinned
- A proactive leader, adept at making things better, building systems, implementing plans, delegating, clarifying roles and responsibilities, initiating hard conversations, and cultivating people and teams
- A capable communicator interpersonally, in writing, and in public

What We Need Him to Do

No pastor's work can be divided into neat time divisions. But here's a general expectation to help guide the man.

Structural Implementation and Ministry Synchronization (50%)

Here are the meat and potatoes of this role:

- A partner with the pastor for preaching and teaching, working closely with him for the church and leadership's long-range health with a focus on ministry operations, freeing him for his areas of strength and focus (more on this relationship below).
- Master planner for the alignment of our resources and people behind our mission.
- A resident expert on our institutional history, structure, and processes.
- Administrative lead for the staff, clarifying staff roles, evaluating performance, and designing and leading a staff cultivation plan (meetings, socials, retreat rhythms). He helps team members play to their strengths, shore up their weaknesses, manage their time, articulate and achieve their goals, etc. He maintains, updates, and implements the staff handbook.
- Lead for communication design, ensuring clarity, simplicity, consistency, and flow through verbal, digital, and print communication vehicles—internally, among and between teams, congregationally, and community facing. This will often include building and managing systems, and could at times include editorial direction.
- Steward of our resources through the budgeting process and implementation.
- An officer, monitoring for compliance in areas of HR, 501c3, state tax-exempt status, building safety and code, church insurance, liability issues, and legal entities.

Special Projects (25%)

As with all of our pastoral staff, there will be seasons for taking on special projects that are suited to his strengths and the church's needs.

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Some examples of special projects could include:

- Overhauling our Welcome Ministry and handing it off
- Chairing the global missions team for a season
- Leading in the design and search for a particular staff role

General Shepherding (25%)

As a pastor, he will be involved in the normal work of pastoring.

- Participant on various teams and in various meetings
- Teaching and preaching
- Discipleship and counseling
- Funerals and weddings

We should offer a clarification here about teaching and preaching. Perhaps this man has abundant experience and capacity for teaching and preaching. This would be wonderful. While this is not required, we do want the man to be able to handle the Word authoritatively in the context of our corporate gatherings, including preaching. How often he preaches will depend on the man's interest and capacity. Because of the focus of this role on administrative leadership, we believe that a man eager to lead from the pulpit in a lead preaching role might be frustrated. He needs to be happy in his unique seat on our team.

Key Partnerships

We love how Paul speaks about his relationships in gospel ministry. He calls Timothy a "fellow worker" (Ro. 16:21). Here we want to give a little bit of texture to what this man's gospel partnership will look like with key individuals or groups.

- **With the preaching pastor, he is a complement.** Both of these men are accountable to the elder team, but with significant trust to implement the elders' mission, vision, and various initiatives. They are fellow workers with defined but overlapping spheres of focus. We have found it helpful to think in terms of two

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overlapping circles, one with a focus on Word ministry, and the other on ministry operations. Just as theology and practice aren't two separate things, we don't want to neatly separate theological leadership from administrative leadership. Overlapping circles help us express this. Both men labor to work well together, speak into one another's work, and at times take on responsibilities outside their primary sphere of focus. For example, the pastor for preaching and teaching may oversee a project or serve as editorial director for the website, while the executive director may shape and preach a sermon series. How this works itself out is dynamic and will depend on the men. Our desire is for these men to share a joyful, energetic, and mutually strengthening gospel partnership. We want to structure responsibilities to leverage each man's unique strengths, incentivize each man's best work, and foster a relationship of trust and that is apparent and contagious.

- **With the staff, he is the administrative lead and coach.** Some of our men are fellow elders, and others are directors or administrative assistants, some are part time and others are full-time. As a coach, he draws out the best in each team member, pours in his own wisdom, and fosters a collegial context marked by friendship, joy, and good work.
- **With the elders, he is a co-elder and lead administrative support.** Our elders share parity in authority for the flock, and together they bear responsibility for the church's leadership. For practical purposes in pursuit of our mission, we embrace a division of labor which includes the role of executive pastor. In addition to the responsibilities outlined above, this man works closely with the elder chairman and vice-chairman (usually laymen) to ensure their success, our team's unity and health, and faithfulness to our various processes, roles, and goals.
- **With the deacons, he is a fellow servant and administrative support.** The deacon team is organized by committee and each deacon shares responsibility for practical care of a portion of our flock. The executive pastor works closely with the chairman and vice-chairman (laymen) to ensure their success and the health and effectiveness of our diaconate.
- **With the congregation, he is a respected public leader.** He is familiar voice, a complement to the preaching pastor in setting tone, leading change, strengthening culture, etc.

Contact Us

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