



**Position Description** | Executive Pastor

**Department:** Pastors

**Direct Reports:** Campus Staff, Ministry Directors, and Volunteers

**Supervisor:** Senior Pastor | **Job Status:** Regular, FT, Exempt. 40+ Hours a week.

**Position Summary** The primary goal of the Executive Pastor is to lead the staff and congregation of Fair Oaks Church as a key member of the Leadership Team. He/She will encourage and teach the congregation to develop a growing relationship with Jesus, exercise humility, love, and model Christ-like behavior in serving the congregation and staff. He/She will help create positive, healthy, engaging staff culture at Fair Oaks consistent with our Vision, Mission, & Values.

**Personal Qualities. You are:**

- Not intimidated at the idea of leading a church of 1-2k+ as well as leading a campus staff.
- A dynamic leader, team-builder and team player that can create a healthy team culture.
- A leader of leaders and has a winsome attractational personality.
- Experienced in recruiting, developing, motivating and empowering others.
- An excellent communicator.
- Able to deliver relevant, Biblical messages in a variety of settings/groups
- A self-starter but thrive in collaboration with others on a team.
- Focused, reliable, attentive to detail and follow through.
- Humble, teachable and committed to a growth mindset.
- Hard-working but love to have fun.
- Disciplined in pursuit of your own spiritual health and personal/professional development.
- Able to prioritize & model a healthy work life balance for the good of the church & your family.
- Passionate about evangelism and reaching unchurched people with the good news of Jesus.

**You will be Responsible for:**

- Develop Sermon Series and Preach (up to 10-15x per year) as part of primary teaching team in weekend worship services/special events (i.e.: staff events, worship nights, Christmas Eve etc.)
- Prepare sermon content and work with the support of a collaborative teaching team and service team who execute service elements, music, print and media and the overall experience.
- Lead Baptisms, Communion, Staff Meetings, Staff Prayer, and Retreats as part of campus life.
- Performing weddings, funerals, baptisms, & pastoral care to staff, congregation and community
- Provide leadership, development and oversight to the campus staff and ministries.
- Leading the campus staff to develop leaders and volunteers.
- Develop annual strategic plans for campus in partnership with Senior Pastor & Leadership Team.

**This Role requires that you:**

- Have a healthy, growing relationship with Jesus Christ.
- Have 5-10 years of pastoral leadership experience in a Senior, XP, or Campus Pastor Role
- Have a Seminary background with a M.Div. preferred or willingness to pursue MDiv desired.
- Desire to be ordained as a pastor in the Evangelical Presbyterian Church (EPC).
- Manage and oversee ministry budgets for teams.
- Attend All-Staff meetings, prayer, retreats and other creative team meetings as needed.
- Contribute to the overall good of Fair Oaks Church and broader church culture & efforts.
- Practice regular, timely attendance in the workplace and communication with leadership.
- Regular participation/commitment to worship, serving, groups, and giving at Fair Oaks Church.

*This JD is subject to revision by the Senior Pastor & Personnel Commission.*

**Work Schedule** FT, Exempt. 40+ hours per week. General Schedule: Monday-Thursday & Sundays.

Other weekday or evenings as needed for meetings, events & holidays (Christmas/Easter).

Includes benefits: Paid Time Off, Sick Leave, Study Leave, Retirement Contributions.