

Executive Pastor

Reports To: Lead Pastor / Cornerstone Board
Direct Reports: CAMPUS STAFF / CORE TEAM / VOLUNTEERS
Full Time Position: 45-55 Hours per Week

Context

Cornerstone Crystal is a gathering of people who desire to connect with Jesus and His community of faith. Our purpose as a faith community is to help people enter into and experience the good life Jesus promised. We do that through a simple strategy—Worship + 2:

- Gather to worship Jesus together (The Sunday Experience)
- Center our life rhythms around the Gospel (Missional Communities)
- Serve one another through love and encouragement in practical ways (Ministry Teams)

Job Purpose

Cornerstone Crystal's Executive Pastor (XP) is responsible for fostering organizational alignment; developing ministry teams that serve the Cornerstone Community through practical love and encouragement; and establishing system processes and structures that facilitate moving Cornerstone's mission forward.

Executive Pastor Priorities

Process is the chief priority of the Executive Pastor. The Executive Pastor moves the Cornerstone Community toward accomplishing its purposes through ministry team and ministry program **alignment**; resource **appropriation** (time, talent, facilities and finances); corporate **administration**; and process **advancement**.

Executive Pastor Personality

This person can lead both structurally and organizationally. With strong leadership gifts, this person must know how to lead in his or her own style, yet follow the Lead Pastor. That can be an intriguing dance!

- The LP is the primary leader and the XP is next. Whether defined as hierarchal or a partnership with the LP, the XP is empowered to lead in all areas of the church.
- Overseer of Operations—with a team of departmental leaders or leading one or several of the departments, the XP ensures that the operations of the church are running smoothly. Difficulties and emergencies are handled effectively and spiritually.
- Overseeing of Ministry—with a team of departmental leaders, the XP ensures that the stated vision and direction of the church is implemented consistently and graciously in the entire church. By mentoring key departmental leaders, the XP grows staff to become gifted leaders in their areas.
- This position is much like Peter Drucker's definition of top management, "making few decisions, but those are key decisions." The work is episodic and seasonal. No one can know when a staff person might leave and need to be replaced. No one can predict when an emergency might come. Yet, good planning and strategy, along with training and equipping of leaders, will help the church be ready for wonderful opportunities and huge hurdles.

This person can come from the seminary or business community. Knowing how to work with pastors and business elements of the church is necessary.

Qualifications, Criteria, and Required Character Attributes

- Fully aligned with the message, mission and ministry strategy of Cornerstone Crystal
- Representative of Biblical qualifications of church leaders beginning with those expressed in Titus 1:5-9, 1st Timothy 3:1-7 and 1 Peter 5:1-4
- Significant spiritual maturity and wisdom to oversee the growth of a large community;
- Exceptional leadership abilities with a track record of recruiting and developing effective leaders and volunteers;
- Agree to abide by all Cornerstone employee policies.
- Embrace and value leading from the “2nd Chair” while working in tandem with the Lead Pastor
- Integrity first in all things!
- Pastoral experience in managing complex relational issues.
- Accounting experience and understanding of contemporary bookkeeping;
- Knowledge of Church Tax Laws;
- Competency with Cornerstone’s management software

Executive Pastor Responsibilities

Alignment

- Assist the Lead Pastor with setting the church ministry vision
- Assist with the leadership development of Campus Core Team and necessary ministry teams
- Help provide direction and clarity regarding the scope and flexibility of campus ministry
- Develop structures and processes that facilitate Cornerstone Crystal accomplishing its mission
- Provide oversight and ensure that the Vision, Mission, Core Values, Philosophy of Ministry (DNA) is properly stewarded by the staff

Advancement

- Help ensure the continuity and replication of Cornerstone DNA throughout all ministries
- Interact regularly with the Core Teams to obtain feedback, input, and progress reports.
- Develop systems to measure progress and provide periodic reports as needed
- Be committed to ongoing education of systems, processes, practices, and methodologies as it relates to accomplishing Cornerstone’s vision.
- Assist in leading and developing processes of identifying and developing future leaders
- Communicate and help implement organizational initiatives such as teaching series, community events, special projects, etc.

Assimilation

- Help others connect with Cornerstone’s mission and vision through Cornerstone Connect classes
- Oversee Membership Journey (Connect, Baptism, Interview, G.P.S., Member Affirmation)
- Help members and attenders connect to Church Center/Planning Center Online

Administration

Recruit

- Work with other ministry directors to prepare ministry team descriptions, align goals and coordinate role descriptions
- Manage Cornerstone’s Ministry Team Pipeline:
(attend—volunteer—team member—organize—apprentice—lead—train)
- Invite people to develop as disciples through serving others
- Work with Ministry Directors to develop online recruiting platforms.
- Identify leader-level team members

Equip

- Develop necessary equipping opportunities for new team members and provide reminder opportunities for those who have served previously.
- Communicate regularly with Ministry Directors and Team Members
- Lead regular G.P.S. opportunities to help others discover areas of serving interest
- Provide ongoing training and equipping through in-person and digital platforms

Empower

- Working with Ministry Directors, help remove obstacles to serving (i.e. does this person need a key? Get them a key. Are they helping with landscaping? Make sure we have the right tools.)
- Validate team leaders and team members in positive ways

Release

- Encourage, encourage, encourage and encourage some more
- Remind team members of weekly obligations
- Help fill gaps when a team member cannot fulfill that week's responsibility

Review

- Follow-up with Team Leaders, Team Members and Ministry Directors ensuring that what the team hopes to accomplish is being accomplished.
- Encourage, encourage, encourage and encourage some more
- With other ministry directors plan regular ministry

Appropriation

Financial

- Align budget to mirror the mission advancing work of the Cornerstone Community
- Track expenses in mission advancing areas
- Present budget recommendations based on accomplishing Cornerstone's mission
- Oversee contracts and partnerships including reviewing, researching and requesting competitive pricing as needed
- Prepare monthly reports for each ministry area, finance team and board

Facility

- Work with Campus Core Team to develop annual ministry calendar aligned with accomplishing Cornerstone's mission and vision
- Oversee facility usage

People

- Coordinate Ministry Teams and Team Leaders with the Campus Team
- Recruit, equip and release the Cornerstone Community to serve one another through Ministry Teams
- Oversee Planning Center Online: Rooms, People, Groups, Calendar, Registrations and Giving

The Sunday Morning Experience

- Preach quarterly at minimum
- Assist in Leading the First Steps and Next Steps opportunities
- Promote Cornerstone's vision and help others connect with the Worship + 2 Philosophy
- Welcome and greet those participating in the Sunday Experience

Personal Planning

- Respond to emails and phone calls in a timely manner (24 hours)
- Planning for meetings

- Sunday morning planning
- Following up task lists

Staff Meetings & Employee Management

- Cornerstone Core Team (weekly)
- One on ones with Staff members as needed
- Lead Pastor one-on-one
- Board meetings

Personal Development

- Conferences or courses related to role
- Mentoring or coaching opportunities
- Bible study and reading related to spiritual and leadership development

Other Projects/Duties as assigned