

BEREAN BAPTIST CHURCH

FAYETTEVILLE, NC



Executive Pastor and Chief Financial Officer

Responsible to the: Senior Pastor

General Job Description

Serves as the chief of staff and chief financial officer of the combined ministries of Berean Baptist Church and Academy; manages the daily office affairs, oversees buildings, grounds and maintenance, and assists the Senior Pastor.

Skills and Qualifications

- Must be a member of Berean Baptist Church
- Must be in complete agreement with the church covenant and articles of faith
- Must remain actively involved in outreach and a church ministry
- Must be able to speak to visitors and members about Christ, the Gospel, and Bible topics as needed
- Must be able to pray with visitors or persons attending ministry activities
- Must adhere to the policies set forth in the employee handbook and employee expectations
- Must have excellent communication skills, work well with others, be willing to learn and develop new skills, highly motivated, and detail oriented
- Must possess the ability to multitask and manage others well
- Must be able to work in MS Office products and Google docs
- Must be ordained for pastoral ministry from a Baptist ordination council
- Must meet the qualifications for an elder in 1 Timothy 2 and Titus 1
- Must be able to meet deadlines and progress without direct supervision
- Must possess an advanced degree in theology, administration or business

Executive Pastor Duties and Responsibilities

- Serve as the church's chief of staff overseeing the staff and volunteers providing help and guidance for them to succeed with their duties and responsibilities
- Maintain communication and accountability with Senior Pastor, ministerial staff members, and lay leadership; be accessible to staff through voice and digital communications
- Oversee the establishment of the agenda and the production of the slides for quarterly and special members' meetings
- Oversee the records of the church to ensure that accurate records are maintained and safeguarded
- Supervise the Facilities Manager and ensure that all vehicles, equipment, buildings, and the campus is well-maintained, clean, secure, and safe to use or operate
- Serve as the chief physical security and safety officer of the church and school
- Coordinate with the HOS to maintain a cohesiveness between the church and school ministries
- Assist the Senior Pastor in the oversight of the Academy and to provide input when necessary
- Serve as an active member of the Academy's school board
- Oversee the ministry of the church trustees as prescribed in the church constitution
- In the absence of the Senior Pastor, assist the chairman of the council of elders in all matters related to the ministry of the church

Executive Pastor Job Description (cont.)

Chief Financial Officer Duties and Responsibilities

- As the CFO of Berean Baptist Church, Unaffiliated, Inc., serve as the ministry's chief fiscal steward of all monies received, invested, or distributed by the church or academy
- Oversee the Asst CFO
 - to ensure that cash flow and investments are being tracked and that the ministry's financial strengths and weaknesses are being analyzed and then propose corrective actions to the Senior Pastor, HOS, elders, and staff
 - to ensure that they are fulfilling their duties and responsibilities and provide support and direction as needed
- Work with the church treasurer to develop and present the church budget annually
- Provide the church treasurer access to all information he needs to fulfill their ministry of financial oversight
- Work directly with the Asst CFO and Head of School in the development of the Academy's annual budget
- Provide the Senior Pastor with sound financial advice concerning payroll and the expenditure of monies within and outside the budget
- Oversee the benefits that are offered to employees are in accordance with governmental guidelines
- Ensure the ministry legally complies with all IRS rules and regulations
- Present a financial report to the church quarterly at the member's meetings and as needed
- Oversee the benevolence fund and ministry
- Safeguard the monies the ministry receives both physically and digitally

Duties and Responsibilities for all Pastors

- Preach and teach the Bible through careful exegesis of the biblical text and relevant application
- Seek out opportunities to share the gospel and build relationships to make disciples of Christ
- Encourage believers to follow the Lord in believer's baptism and participate in the Lord's Supper
- Equip the saints for the work of the ministry and promote the development of a biblical worldview
- Interview potential church members; use these interviews to build discipleship relationships
- Counsel church members with the truth of God's Word to follow Christ
- Participate in pastoral functions such as, but not limited to, member visits, hospital visits, speaking in academy chapel services, teaching Bible in the Academy
- Inform the Senior Pastor concerning any critical family related issues
- Arrive early to all ministry related meetings, activities, and services to look for visitors and welcome members by name
- Pray for the body of Christ especially during times of hospitalization/ recovery and crisis
- Make contact via text, email or phone with church visitors
- Attend all worship services, Sunday school, men's discipleship events, membership meetings etc. unless providentially hindered or on vacation
- Build relationships with this church's missionaries both domestic and overseas
- Set the example in the areas of ethical and moral behavior, personal holiness, and the manifestation of the fruit of the Spirit