

Executive Pastor

JOB DESCRIPTION

OVERVIEW

The Executive Pastor is a detail oriented, team building leader, who shepherds staff and volunteers and executes the vision of the church under the direction of the Senior Pastor. He is a mature Christian with experience creating healthy systems to be fruitful for the Great Commission.

RESPONSIBILITIES

GENERAL

1. Participate in general pastoral duties as needed (preaching, counseling, weddings, funerals, visitation, etc.)
2. Develop and encourage community relationships, regularly invite people to church and share the gospel in our community
3. Regularly disciple others to grow in their walk with Jesus
4. Regularly identify, recruit, equip, shepherd, and deploy volunteers
5. Develop and lead ministry leadership teams
6. Develop an annual ministry budget and be able to work within that budget
7. Attend church staff meetings and retreats
8. Maintain an awareness of current trends and best practices within ministries of comparable size
9. Work with the facilities team to manage the church’s property
10. Work with the Bethel Safety Team to implement safety plan
11. Perform any additional job responsibilities as assigned by the Senior Pastor

LEADERSHIP

1. Support and execute the vision of the Senior Pastor
2. Manage and lead the everyday activities of the church staff under the authority of the Senior Pastor
3. Supervise staff with the Senior Pastor in a way that maximizes ministry effectiveness
4. Oversee yearly performance reviews of all staff
5. Provide oversight and leadership development to church boards and ministry teams
6. Create systems and processes that further the church’s ministry objectives
7. Align the ministries and departments of the church around the church’s core vision
8. Facilitate an annual strategic planning process to evaluate the ministry effectiveness of the church that concludes in a strategic plan
9. Coordinate the church’s budgeting process
10. Serve with Senior Pastor and overseers, helping to set the long-term objectives and strategies of the church

ADULT DISCIPLESHIP

1. Oversee a small group strategy that aligns with the overall vision of the church
2. Oversee the adult ministries including men’s, women’s, senior adults, and young adults.
3. Oversee a system of support and ongoing training for adult ministry leaders and coaches
4. Oversee the approval of adult ministries curriculum for biblical fidelity, ability to engage users, and it’s fit within the mission and vision of the church
5. Oversee the First Impressions and assimilation ministries of Bethel, including guest follow up to help them be assimilated into discipleship and membership.
6. Oversee metrics including attendance records (including contact information of all attendees) of Sunday morning services and adult groups and ministries
7. Collaborate with Associate Pastors in the process of choosing and implementing curriculum for all ages

REQUIREMENTS

GENERAL

1. A growing Christian faith and character
2. A lifestyle congruent with the biblical requirements for leaders (1 Tim. 3:1-13; 2 Tim. 2; Titus 1:5-9)
3. Firm sense of calling to pastoral ministry
4. Alignment to the mission of the church and agreement with Bethel’s statement of faith
5. Understanding of and willingness to serve within the doctrinal commitments of the church
6. Able to teach
7. Excellent written and verbal communication skills
8. Experience developing and leading teams of varying ethnicities, socio-economic levels, and generations
9. Able to pass a background check

SPECIFIC

1. Degree – Master preferred in related field
2. Experience - Minimum 5 years of experience managing and teaching large teams in either the church or business world
3. An extensive understanding of current Christian education methodologies
4. Ability to manage people to maximize their gifts for service
5. Comfortable speaking before large groups of people
6. Able to speak the truth in love and deal wisely with conflict amongst the staff and the broader church
7. Willingness to use technology to help the church further its ministry goals
8. Ability to engage people of all generations in the ministry of the church

REMUNERATION

Full time position with benefits, wage to be determined by experience

**Who We Are:**

Established in 1965, **Bethel Church** is a community of 300+ that is actively seeking to share the love of God and the Gospel of Jesus Christ in our community.    We are a multi-generational church with a thriving children’s and youth ministry, engaged adult discipleship groups, as well as an active group of seniors.  Our VBS in 2024 had over 166 in attendance and our youth group has recently had 77 students.   We dedicate 10% of our budget to local and international missions.  We have a strong Sr Pastor on staff as well as a dynamic associate pastor who focuses on youth and worship.   Lay staff includes a children’s ministry director, visitation coordinator, communications director, treasurer, financial secretary, maintenance, and administrative assistant

**Where We are Located:**

**Bethel Church** is located in Janesville, Wisconsin, a growing city of 65,000 located halfway between (~35 miles) Madison, WI and Rockford, IL on Interstate 39/90.    We draw members from throughout Rock County (population 163,000) with the majority living within a few miles of the church, which is located in a primarily residential area but adjacent to a major thoroughfare.     Janesville is a former General Motors town that survived the closure of “the plant” in 2009 and has rebounded beautifully with a strong commercial, healthcare and industrial economic base.   Home to excellent schools, 2 major hospitals, and an abundance of parks and green spaces, Janesville is a very family-oriented community.

**Application:**

All applications for this position MUST be made through the Converge Placement Network ([https://www.convergeplacementnetwork.org/](https://www.google.com/url?q=https://www.google.com/url?q%3Dhttps://www.convergeplacementnetwork.org/%26amp;sa%3DD%26amp;source%3Deditors%26amp;ust%3D1746636704026683%26amp;usg%3DAOvVaw34ZAGunjxWpbi1hcOFfn5z&sa=D&source=docs&ust=1746636704032712&usg=AOvVaw17Usjicny6FPlL0f7dXZSf)).    (Registration with the network is required prior to application and there is a fee associated with the registration, but once registered you are eligible to apply for all open positions on the network.)

Contact: Brian Petersen, Pastoral Transition Coordinator, Converge Great Lakes