



Executive Pastor

CHURCH OVERVIEW

Cross Timbers Baptist Church's mission is to be disciples who make disciples. We are imperfect people, pursuing maturity, proclaiming Christ.

POSITION SUMMARY

The Executive Pastor serves as the chief operating officer partnering with the Senior Pastor to turn vision into actionable plans. This role focuses on day-to-day operations, staff management, operational systems, financial stewardship, and strategic implementation, allowing the Senior Pastor to focus on preaching, shepherding and vision casting. This role also supports the spiritual leadership of the church by assisting with preaching and teaching as needed.

REPORTS TO: Senior Pastor, with additional oversight from elders (& Personnel Committee for first year)

POSITION STATUS: Full-Time (Mon-Thu work-week). Regular participation in Sunday services and key church activities. Evening and weekend availability as required.

COMPENSATION: Salary Range: \$55,000 - 65,000. Salary to be determined based on scope of experience. Benefits include health insurance.

RESPONSIBILITIES

- **Staff Oversight:** Build and maintain a healthy, unified staff culture aligned with the church's values. Lead, mentor and supervise staff, including performance reviews, goal setting, and hiring in conjunction with the Senior Pastor.
- **Strategic Planning:** Work with the Senior Pastor to develop and execute ministry goals and strategic plans.
- **Ministry Alignment & Execution:** Ensure all ministries are aligned with the church's mission, vision, and values. Translate vision into actionable plans and measurable outcomes. Facilitate communication and coordination across ministries.
- **Operational Leadership:** Managing the day-to-day church operations, including facilities, IT, and office administration. Develop and maintain policies, procedures, and workflows. Identify and implement improvements to increase organizational effectiveness. Ensure appropriate risk management, safety, and legal compliance.
- **Financial Management:** Oversee the annual budget with the Stewardship Committee, financial health, and stewardship initiatives.
- **Pastoral Support & Discipleship:** In collaboration with the Senior Pastor: develop and implement a clear, church-wide discipleship strategy for spiritual growth, discipleship, and education; assist in the training of teachers; evaluate teaching & teachers. Assist in preaching & other teaching as needed.

QUALIFICATIONS

- **Spiritual Leadership:** Meets biblical qualifications for church leadership (1 Timothy 3; Titus 1). Demonstrates spiritual maturity, integrity, and servant leadership. Affirms the church's statement of faith and Southern Baptist doctrine.
- **Education:** A Bachelor's degree is required. A Master's degree (theological) is preferred.
- **Experience:** Proven experience in a church, or similarly complex organization, in senior leadership, managing teams, operations, and budgets. Familiarity with church governance structures preferred.
- **Skills:** Ability to execute vision with clarity and follow-through. Strong organizational, communication, and interpersonal skills, with proficiency in administrative software. Financial literacy sufficient for oversight responsibilities.
- **Communications:** Able to represent Cross Timbers Baptist Church well through verbal, written and nonverbal communication.
- **Humble, Positive Leader:** Has an authentic, joyful attitude and genuine desire and eagerness to engage, develop, and lead others while humbly giving themselves to the task and people at hand. Sound judgment in sensitive and complex situations.

KEY DELIVERABLES

- **Staff Alignment:** Clear roles, accountability, and healthy culture within the staff team.
- **Ministry Execution:** Successful, efficient implementation of church programs and initiatives.
- **Trust and Culture:** High levels of trust between staff, leadership, church committees and the congregation.

EXPECTATIONS

- Active membership (or willingness to become a member) of the church.
- Agreement with and support of the church's mission, vision, and values.
- Cross Timbers as an organization is well-led and well-managed, freeing the Senior Pastor to focus on ministry to people rather than organizational problems.
- The Senior Pastor and Committees (as appropriate) have timely, accurate information about operations and finances so they can make effective decisions.
- The various systems and structures of Cross Timbers Baptist Church are working well, being consistently refined for optimal effectiveness.
- Property is being well-utilized and well-maintained.