**Administrative Pastor**

**Job Description**

**EXAMPLE**

**Position Title: Administrative Pastor**

**Reports To:** Lead Pastor

**Position Held By**: Larry Helms

**Hours Per Week:** 40-50 Hours per week plus services

**Summary of Position**

The Administrative Pastor: This church administrator is responsible for managing the business affairs of the entire ministry working with staff members and lay leaders to achieve the objectives of the ministry. This person serves in a key executive role as part of the Executive Team, the Wednesday preaching team, serves in a pastoral capacity, and leads the staff administratively.

**Areas of Responsibility**

1. Care and Connection
2. Business Administration
3. Senior Ministry: Free birds Ministry/Mighty and Mature Ministry
4. Facilities
5. Campus Ministries: Internal Security and Ushers
6. Food Service
7. Destiny Bible Institute
8. Campus Development
9. Resource Center-
10. Extension Campus’
11. General Staff Administration

**Skills and Competencies**

1. **Pastoral:** The ability to provide care and connection to members of the congregation, leaders, and staff.
2. **Management**: The ability to manage and create budgets and understand the business aspects of the local church. It is necessary to have an understanding of accounting, legal issues, and facility management.
3. **Oversee and Mentor:** Give oversight, coaching, and training to the facility manager, Food Service Director, Accounting Director, Campus Development Director, and DBI Director to accomplish with excellence departmental objectives.
4. **Communication:** It is vital to have ability to communicate professionally in writing and orally.