

# Calvary Church

## Executive Pastor

### Job Description

Full-Time (Exempt)

#### **POSITION SUMMARY**

The Executive Pastor (XP) serves as the key partner to the Senior Pastor in leading Calvary Church toward its mission of raising up followers of Jesus Christ. This role exists to ensure that vision becomes reality through clear systems, aligned ministries, and strong execution.

The XP will lead the development of ministry systems, volunteer leadership pathways, and organizational clarity, helping Calvary move from a primarily staff-driven model to a leader- and volunteer-driven church.

This role focuses on alignment, execution, and multiplication, allowing the Senior Pastor to remain focused on mission/vision, preaching, and spiritual leadership.

#### **CORE MANDATE**

To translate vision into action by building systems, developing leaders, and ensuring consistent execution across all ministries.

#### **KEY RESPONSIBILITIES**

1. Strategic Leadership and Organizational Alignment
2. Ministry Systems and Execution
3. Volunteer Development and Leadership Pipeline
4. Guest Engagement and Discipleship Systems
5. Staff Leadership and Development
6. Operations and Systems Oversight
7. Outreach and Growth Strategy Support

#### **KEY RELATIONSHIPS**

- Senior Pastor – primary partner; focuses on execution, alignment, and organizational health
- Pastoral Staff and Ministry Leaders – collaborates to ensure clarity, coordination, and follow-through
- Operations Leadership – partners to ensure infrastructure supports ministry
- Ministry Staff – equips and supports leaders to multiply their impact

#### **QUALIFICATIONS**

We are seeking a leader who has demonstrated the ability to bring clarity, alignment, and execution to complex ministry environments. We recognize that no candidate will embody every qualification perfectly. We are looking for a leader whose experience, instincts, and calling align with the heart of this role.

College degree required.

#### Experience and Background

- Experience in a senior leadership role within a church of similar or larger size (or comparable leadership experience in a complex organization)
- Demonstrated ability to translate vision into actionable plans and results

- Experience improving ministry systems, processes, or organizational structures
- Track record of developing leaders and multiplying teams or volunteers
- Experience leading staff teams with clarity, accountability, and relational wisdom
- Ability to understand financial oversight

#### Helpful Experience

- Experience in a multi-site church or similarly complex ministry environment
- Experience strengthening assimilation pathways and volunteer engagement systems
- Familiarity with church management systems and data-informed decision making
- Experience navigating seasons of organizational growth and change

#### Core Competencies

- Systems Thinking
- Execution Leadership
- Organizational Clarity
- Relational Intelligence
- Leadership Development

#### Spiritual and Cultural Alignment

- A growing and mature relationship with Jesus Christ
- Alignment with Calvary's theology, mission, and values
- A heart for building the local church and developing people
- A posture of humility, collaboration, and servant leadership

#### **FINAL SUMMARY**

This role is not primarily about managing operations. It is about building a healthy, scalable ministry system. The Executive Pastor will help Calvary become a church where:

Disciples are formed, leaders are developed, and ministry is shared so that the mission can grow sustainably and effectively.



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