



Executive Pastor

Immanuel Leidy's Church

Position Summary

The Executive Pastor serves as a complementary second-chair leader to the Lead Pastor, functioning as a strategic leader, organizational shepherd, and trusted advisor who advances the mission and vision of Immanuel Leidy's Church. He will oversee church operations, ministry alignment, and organizational systems to ensure the church faithfully fulfills its mission: *Gathering every generation to pursue the fullness of Christ—together.*

Primary Responsibilities

Strategic Leadership & Vision Execution

- Partner closely with the Lead Pastor to implement and execute the church's mission, values, vision, and strategic priorities.
- Collaborate with the Lead Pastor, Elders, and Consistory to establish practical plans, measurable goals, and actionable systems.
- Regularly assess the ministry's effectiveness and recommend improvements aligned with the church's priorities, mission, and vision.
- Ensure alignment among ministries, staff, volunteers, and leadership structures.
- Provide regular reports regarding ministry outcomes, staff health, operational effectiveness, and strategic progress.

Staff Leadership & Development

- Oversee, mentor, evaluate, and develop office staff members professionally, spiritually, and vocationally.
- Foster a healthy staff culture marked by collaboration, humility, accountability, spiritual maturity, and servant leadership.
- Conduct regular performance reviews and establish clear goals and expectations.
- Remove obstacles that hinder ministry effectiveness and the development of staff and ministry leaders.

Operational Leadership & Organizational Oversight

- Oversee daily church operations, including administrative systems, ministry coordination, facilities, technology, and organizational processes.
- Ensure that policies and procedures support ministry effectiveness, accountability, and compliance with the Church Constitution and governing policies.
- Establish and improve systems that increase clarity, communication, and efficiency.
- Coordinate ministry calendars, initiatives, and organizational priorities.

- Serve as a central point of coordination between staff, volunteers, ministry leaders, and external partners.

Financial Stewardship & Resource Management

- Partner with the Lead Pastor, Consistory, and finance teams regarding budgeting, forecasting, and financial stewardship.
- Assist ministry leaders in developing and managing ministry budgets.
- Oversee resource allocation to ensure alignment with mission and priorities.
- Support long-range planning related to staffing, facilities, technology, and capital improvements.
- Promote faithful stewardship of church finances, facilities, technology, and resources.

Pastoral Leadership & Shepherding

- Preach and teach regularly as requested.
- Assist in worship leadership and administration of the ordinances.
- Participate actively in Elders' and Consistory meetings and leadership processes.
- Provide pastoral care through visitation, counseling, and shepherding.
- Officiate weddings, funerals, and other pastoral responsibilities as needed.
- Develop systems that ensure effective pastoral care across all generations.

Leadership Presence & Organizational Health

- Cultivate a calm, stabilizing, and solution-oriented leadership presence.
- Navigate difficult conversations with wisdom, truth, compassion, and emotional intelligence.
- Listen well and help diffuse tension among staff, leaders, and congregation members.
- Demonstrate discernment in timing, pacing, and implementing change.
- Build trust through integrity, transparency, consistency, and humility.

Qualifications

Spiritual & Personal Qualifications

- A mature follower of Jesus Christ with evident spiritual fruit.
- A person of integrity, humility, authenticity, and servant leadership.
- A shepherd who demonstrates compassion, wisdom, and relational warmth.
- Passionate about developing leaders and equipping others for ministry.
- Comfortable serving faithfully in a complementary second-chair leadership role.
- Demonstrates humility, teachability, and a willingness to receive feedback.
- Committed to personal accountability and ongoing spiritual growth.

Theological Qualifications

- Affirm the authority, inspiration, and inerrancy of the Bible.
- Be aligned with historic Reformed theology and the theological and doctrinal commitments of Immanuel Leidy's Church.

- Demonstrate theological depth, pastoral wisdom, and a commitment to Gospel-centered ministry.

Education & Experience

- Bachelor's Degree required. A Master of Divinity or equivalent theological degree is preferred.
- Ordained or ordainable according to Immanuel Leidy's Constitution.
- Demonstrated leadership and/or ministry experience.
- Demonstrated ability to lead teams, manage organizational systems, and execute strategic initiatives.