

First Baptist Church of San Antonio

POSITION DESCRIPTION

TITLE: Executive Pastor, Administration

GENERAL DESCRIPTION

The Executive Pastor, Administration, serves as the administrative and financial leader of First Baptist Church of San Antonio. The Executive Pastor is responsible for managing administrative and ministry support services, finances, financial reporting, and operations of the Church. The Executive Pastor reports to the Senior Pastor and serves on the Executive Leadership Team.

As a member of the Executive Leadership Team, the Executive Pastor has the responsibility and authority, in consultation with the Senior Pastor and the Executive Pastor, Ministry, to set direction and strategy to promote the mission, vision, and values of the Church for support ministries in their service to the Church and the community.

RESPONSIBILITIES

Executive Leadership Team (Senior Pastor and Executive Pastors, Administration & Ministry)

- Promote the mission, vision, and values of the Church.
- Coordinate the development, adoption, and implementation of planning processes.
- Coordinate development of the annual Ministry Plan to promote ministry effectiveness through the provision of church resources.

Administration

- Oversee and direct the administrative processes of the Church, such as risk management; employee benefits and administration; tax, property, and legal issues.
- Coordinate relations and activities with insurance carriers and agents, and implement risk management programs at the Church.
- Coordinate the development and maintenance of policies and procedures with applicable administrative committees.
- Serve as staff liaison to the Board of Trustees.

Information Technology

- Oversee the acquisition, implementation, and operation of information and communication systems, equipment, and software applications, in a networked environment.
- Manage relationships with technology support and service providers.

Finance

- Oversee and direct the accounting and financial reporting processes, including contributions and other revenues, expenses, capital expenditures, budgets, and capital campaign activity, to ensure the adequacy of internal controls and reliability of financial information.
- Coordinate the development of the annual Ministry Plan (budget) in conjunction with the Ministry and Executive Leadership Teams, and the Finance Committee. Monitor Ministry Plan activity to ensure the responsible stewardship of financial resources.
- Manage investment activity and results, and cash flow.
- Coordinate the annual independent audit process.
- Develop financing programs and maintain lender relationships.
- Coordinate the development and maintenance of business and financial policies and procedures.
- Serve as staff liaison to the Finance Committee and the Board of Directors of First Baptist Church of San Antonio Foundation, Inc.

Facilities and Campus Operations

- Manage the planning process to address ministry needs, asset replacement, long-term maintenance, sustainability initiatives, and the responsible stewardship of property and facilities.
- Manage the planning, budgeting, and acquisition processes for Building Fund and other capital projects and expenditures.
- Serve as staff liaison to the Building & Property Committee.

Human Resources

- Oversee the administration of employee benefit programs. Monitor the cost-effectiveness and quality of provider services and marketplace trends; recommend program changes as warranted.
- Assist the Senior Pastor and staff in recruitment and hiring processes; promote effective service through the provision of requisite workspace and equipment.
- Oversee and direct the provision of new employee orientation services and staff training programs.
- Provide budgetary and advisory support to the Personnel Committee and the Senior Pastor, including benchmark studies of compensation and benefits.
- Coordinate the development and maintenance of personnel policies and procedures.

EDUCATION AND EXPERIENCE

- Bachelor's degree required in business, accounting, finance, or related field; advanced degree preferred.
- At least ten years' experience with increasing responsibility in finance and complex administrative operations, plus experience in a senior management capacity.
- Certified Public Accountant (CPA) preferred.

KNOWLEDGE, SKILLS AND ATTITUDE

- Spiritual maturity, a clear calling to ministry, and a love of God and His people.
- Active member and participant in the life of the Church.
- Demonstrated record of effective leadership and integrity.
- Comprehensive knowledge of principles and practices of nonprofit accounting and budgeting.
- Exemplary leadership and managerial skills, with the heart of a servant.
- Effective relational and communication skills.
- Life-long commitment to learning and personal development, and the personal growth and professional development of staff members.
- Experienced in human resources administration; knowledgeable in applicable law.
- Knowledgeable in asset and risk management, including real estate.
- Knowledgeable in church administrative practices, policies and procedures.

DIRECT REPORTS

- Director of Financial Services
- Director of Facilities
- Administrative Assistant for Administration & Operations