

Executive Minister — South Main Baptist Church

The Executive Minister serves as a strategic partner and support to the Pastor, helping translate the mission and vision of South Main Baptist Church (SMBC) into systems, structures, and actionable plans. This role provides primary oversight to staff, operations, administration, and organizational health to ensure that SMBC functions with excellence, integrity, and mission alignment.

PRIMARY RESPONSIBILITIES

1. Strategic Leadership & Planning

- Lead strategic planning efforts and coordinate staff around the church's mission and goals.
 - Create, implement, and manage systems that support ministry effectiveness and growth.
 - Work with the Pastor to define strategic priorities, timelines, and clear action steps.
 - Monitor the health of the church through evaluation, analysis, and goal tracking.
 - Align ministries, staffing, facilities, and resources to support long-term vision.
 - Facilitate staff meetings, leadership retreats, and collaborative planning environments.
 - Serve as a liaison between staff and church leadership teams (Finance, Deacons, etc.).
 - Fulfill additional strategic or pastoral duties as needed.
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2. Staff Supervision & Development

- Supervise staff working with and through the Pastor.
 - Oversee day-to-day team operations, ministry coordination, and staff communication rhythms.
 - Lead the hiring and dismissal process in partnership with the Pastor and appropriate committees.
 - Provide ongoing coaching, mentoring, and development for ministry and operations staff.
 - Oversee performance reviews, accountability structures, and leadership development pathways.
 - Ensure staff culture reflects SMBC's values: spiritual health, emotional maturity, collaboration, and excellence.
 - Prioritize staff additions and recommendations in alignment with church needs and vision.
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3. Administration & Operations Oversight

The Executive Minister oversees all administrative systems, ensuring they operate efficiently, ethically, and in compliance with legal standards.

Financial Oversight (CFO Function)

- Serve as the chief financial officer of the church.
- Oversee financial reporting, cash flow, contributions, banking relationships, insurance, payroll, and vendor accounts.
- Guide budget planning and work with ministry leaders to maintain healthy financial practices.
- Coordinate with the Finance and Budget Teams on budget development and administration.
- Oversee stewardship campaigns, financial systems, and internal controls.

Technology & Infrastructure

- Manage church technology systems and related vendors, including:
 - Accounting software
 - Online giving and contributions systems
 - Church management databases
 - Computer networks and IT infrastructure
 - Phone and Wi-Fi systems
- Identify and implement technology solutions that improve efficiency and ministry support.

Facilities & Property Oversight

- Oversee campus facilities, maintenance, property staff, and vendor relationships.
- Ensure facilities are safe, maintained, compliant, and mission-aligned.
- Lead facility planning for future improvements, acquisitions, or expansions.
- Oversee facility use, logistics, and operational efficiency.

Human Resources Management

- Manage HR processes and compliance with labor laws.
- Oversee employee compensation, benefits, insurance, and policies.
- Maintain the structure and cadence of performance reviews.
- Update and maintain employee handbook and personnel procedures.
- Ensure staff hours, job expectations, and workplace standards are clear and compliant.

Special Projects

- Lead or collaborate on large-scale initiatives such as:
 - Capital campaigns
 - Facility renovations or expansions
 - Organizational restructuring
 - Long-range planning
 - Provide operational leadership and project management as assigned by the Pastor.
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QUALIFICATIONS**Education & Experience**

- Bachelor's degree required
 - MBA and/or seminary degree preferred
 - 7–10+ years of leadership at a high organizational level
 - Demonstrated ability to lead organizational growth and manage teams
 - Experience in a church of comparable size (600–700 in worship is preferred but not required)
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Knowledge, Skills & Abilities

- Strong systems thinker with the ability to design, implement, and improve processes
 - Skilled at managing managers and building healthy, high-performing teams
 - High emotional intelligence; able to handle conflict, diversity of opinions, and change
 - Clear communicator with a winsome, collaborative leadership style
 - Proactive, organizationally sharp, and detail-oriented
 - Able to anticipate needs and respond quickly to organizational challenges
 - Proficient in Excel and comfortable working with data, budgets, and technology
 - Gifted and called to serve in a second-chair leadership role
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Personal Characteristics

- Mature follower of Christ with demonstrated character and integrity
- Humble, hungry, and people-smart
- Servant-hearted and team-oriented
- Committed to excellence in ministry and administration
- Passionate about the mission of SMBC and supportive of the Pastor's vision