

EXECUTIVE PASTOR OF MINISTRIES

Exhibit “A” Duties of Employee

JOB PURPOSE: The Executive Pastor of Ministries will oversee and align all ministry teams at Victory Church—including Youth, Kids, Groups, and Next Steps. This role will ensure that each ministry is healthy, growing, and working together to accomplish the church’s mission. Acting in many ways as the Campus Pastor at our main location, this leader will provide vision, direction, and care for both staff and congregation. The Executive Pastor of Ministries will also play a significant role in Pastoral Care and Discipleship, helping people move from first-time guests to fully devoted followers of Jesus.

TOP ROLES:

- Develop and coach Serve Team Leaders
- Provide direct leadership, coaching, and accountability for ministry leaders
- Ensure alignment of ministry goals and strategies with the overall vision of the church
- Partner with the Executive Team in strategic planning, ministry alignment, and execution of church-wide initiatives
- Oversee the church-wide discipleship pathway

ESSENTIAL DUTIES & RESPONSIBILITIES:

LEADERSHIP & OVERSIGHT:

- Develop and lead systems of pastoral care for the congregation (hospital visits, counseling, benevolence, prayer ministry)
- Lead and develop discipleship pathways that help people grow spiritually—from salvation and baptism to spiritual maturity
- Recruit, train, and equip leaders to multiply healthy small groups across the church
- Collaborate with other pastors to align discipleship and serve team systems
- Oversee Next Steps processes alongside Next Steps Coordinator and Groups Director (guest follow-up, assimilation, membership, serving opportunities, small groups)

PASTORAL CARE & DISCIPLESHIP:

- Lead and develop systems of pastoral care for the congregation
- Facilitate ongoing spiritual growth by ensuring every congregant is equipped and encouraged to take their next step.
- Provide coaching and encouragement to volunteer leaders to help them care well for their people

MINISTRY DEVELOPEMENT:

- Provide support to Kids Pastor and Youth Pastor to drive excellence in all ministry environments—ensuring they are safe, engaging, and gospel-centered.
- Oversee the Groups ministry, fostering spiritual growth, community, and leadership development.
- Lead Next Steps ministry to engage new people, connect them into the church, and develop them as disciples.
- Ensure ministry events, classes, and programs are executed with excellence and impact.

QUALIFICATIONS:

- Ministry leadership experience in small groups, discipleship, or pastoral care
- Strong teaching and communication skills
- Proficiency in using Slack, Google Suite (Gmail, Calendar, Drive, Docs, etc.)
- Proven ability to lead teams, manage staff, and build strong ministry systems.
- Excellent verbal and written communication
- Relational, encouraging, and approachable leader who builds teams well
- Flexible, able to multitask, and able to work in a fast-paced environment with a level head
- Possess personal qualities of integrity, credibility, humility, good judgment, and commitment to the overall mission of the church
- Team-minded with enthusiasm for the position and a willingness to take direction from the Executive Pastor and Lead Pastor
- Agreement with the vision, mission, and core values of Victory Church and the Staff and Team Core Values set forth

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand, walk, sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, talk, or hear.

QUALIFICATIONS SUMMARY:

Highly organized; proactive; self-starter with people-oriented mindset; excellent time management; attention to detail; motivated to work efficiently with excellence and quality; able to maintain high visibility during weekend services with a friendly, outgoing, and pastoral presence. This position requires prior experience and is not suited for entry-level candidates.

REFERENCES: Must be able to provide references upon request.

Exhibit “B”

Compensation and Benefits

Status: Full Time; Salaried

Company Benefits: Unlimited Approved PTO

Working Days: Sunday through Thursday, with some additional requirements for events and services

Hours Per Day: Estimated 7–8 hours with the goal of a 40-hour workweek

Reports to: Executive Pastor of Ministry

Compensation: Annually, paid out in a bi-weekly payroll format

Start Date: _____

By signing and dating this contract, I, _____, accept this agreement with
Victory Christian Center of South Florida Inc. DBA Victory Church.