NOW ACCEPTING APPLICATIONS

WE ARE HIRING

MOUNT OLIVE BAPTIST CHURCH
Arlington, Virginia

POSITION

Executive Pastor

Full-time · Regular / Exempt

APPLICATION DEADLINE

Monday, November 9, 2026
by 11:59 PM

CONTACT INFORMATION

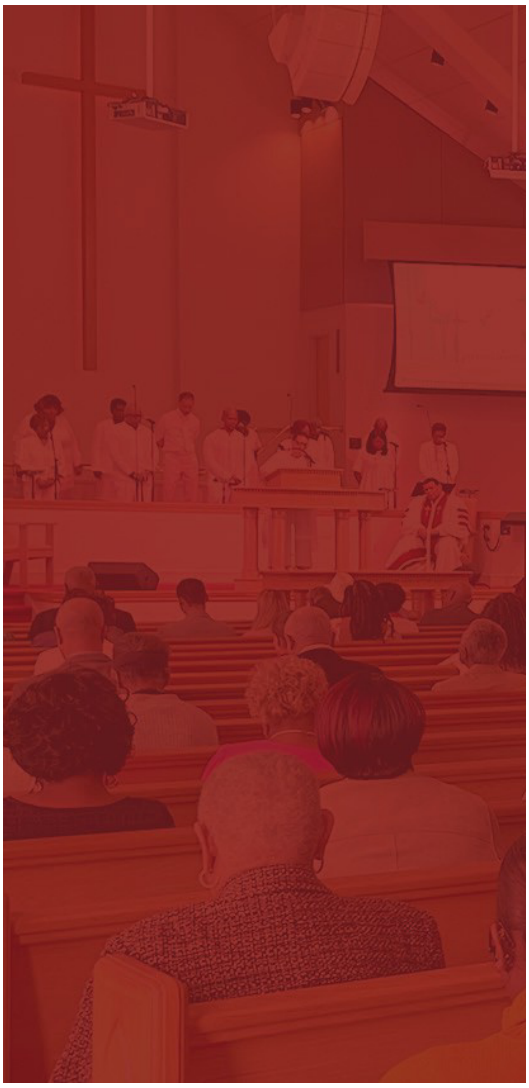
Mount Olive Baptist Church
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Arlington, VA 22204
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MOUNT OLIVE BAPTIST CHURCH

OCTOBER 2026



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At a Glance

REPORTS TO
Senior Pastor

CLASSIFICATION
Regular Full-time / Exempt

MINISTERIAL STATUS
Minister

SALARY
$80,000 – $85,000 per year, plus benefits package

BOARD ROLE
Vice-Chair of the Church Board; Executive Committee member

APPLY BY
Monday, November 9, 2026, 11:59 PM

Overview

Mount Olive Baptist Church seeks an experienced pastor and administrator to serve as Executive Pastor — an ordained Baptist minister who will provide ministerial and administrative leadership.

Mount Olive is searching for a passionate and committed Minister of the gospel who is called to love God's people and to serve in Congregational ministry through both pastoral and administrative leadership.

Mount Olive is a 153-year-old, predominantly African American Baptist congregation. It blends traditional Baptist worship with contemporary music and serves a multi-generational community across the Washington, DC, area.

Pastoral Leadership

Reporting to the Senior Pastor, the Executive Pastor provides pastoral and administrative leadership and assists the Senior Pastor in implementing Mount Olive Baptist Church's ministry vision. Ministerial duties include preaching, teaching, officiating weddings and funerals, administering Baptism and Holy Communion, providing pastoral care, and representing the church in Baptist and ecumenical associations as required.

Administrative Leadership

Administratively, the Executive Pastor supervises office and custodial staff, leads the Associate Ministers, performs human resources functions in coordination with the Trustee Board, implements the Child Safety Program, develops administrative budgets, prepares the Annual Report, and oversees facility scheduling, maintenance, and security.

The Executive Pastor works with the ministerial staff, the Diaconate Ministry, the Trustee Ministry, and the Church Board to carry out Mount Olive's ministry vision. The position serves as Vice-Chair of the Church Board.

Key RESPONSIBILITIES

Ministerial Duties

The Executive Pastor is under the supervision and direction of the Senior Pastor. The incumbent shall:

- **Weddings:** Perform weddings, as appropriate — ensuring that all aspects of the wedding are in keeping with biblical mandates, documented Mount Olive protocol, and the laws of the Commonwealth of Virginia.
- **Preaching & Worship:** Preach biblically sound sermons and carry out other worship roles as needed.
- **Funerals:** Perform and/or officiate funerals.
- **Ordinances:** Perform the Ordinances (Baptism and Holy Communion) according to the Baptist faith tradition.
- **Pastoral Care:** Provide pastoral care for congregants (hospital visits and calls, condolence visits and calls, baby dedications, etc.).
- **Representation:** Represent the Church at Baptist and other ecumenical associations at the local, state, and national level and throughout the community.
- **Teaching:** Develop and present biblically sound Bible studies, staff training, and seminars for diverse learners.

Administrative & Managerial Duties

As the primary liaison to the ministerial staff, church officers, and ministry heads in carrying out the church's programs and activities, the incumbent shall:

- **Staff Supervision:** Supervise church office staff, custodial staff, and any office volunteers, including monitoring attendance and leave records for submission to the Finance Ministry, and training and evaluating the work of said staff. Establish and document standard operating procedures for Church Office operations.
- **Associate Ministers:** Provide leadership and direction to staff Associate Ministers, including the Minister to Youth and Children, Minister of Christian Education and Congregational Care, Minister of Outreach, and Minister of Worship & Arts. Work with the Senior Pastor to make final decisions on ministerial staff assignments.
- **Human Resources & Child Safety:** Carry out human resource functions in collaboration with the Trustee Board; implement the Child Safety Program, including mandatory training and background checks for volunteers and paid staff.
- **Facility Vendors:** Work with the Maintenance Committee and other appropriate Trustee Ministry committees to identify, negotiate, and work with vendors who perform work on church facilities.
- **Budgets:** Develop and administer annual budgets for all administrative areas of the Church, including custodial staff, office staff, administration, and technology.
- **Annual Report:** Produce the Church Annual Report to the Congregation, documenting the activities of Mount Olive Baptist Church.

Facilities & Program Management

The incumbent is responsible for the general administration of the church facilities:

- **Scheduling:** Oversee the scheduling of all church and non-church related events, ensuring facilities are ready and available as scheduled (e.g., weddings and funerals).
- **Maintenance:** Oversee building maintenance in conjunction with the Trustee Ministry.
- **Inventory:** Work with the Trustee Ministry to provide an annual inventory report of all accountable church equipment and furnishings.
- **Security:** Assure the security of the church premises and property.

Physical Demands

The work is mostly sedentary; however, some standing, walking, bending, and carrying lightweight books and papers is required to successfully perform the duties of this job.

Level of Responsibility

The incumbent works independently under the direction of the Senior Pastor. Under the Senior Pastor's guidance, the Executive Pastor sets the overall objectives and priorities of the work and establishes deadlines so that it is accomplished in accordance with Church policies and accepted practices.

The incumbent uses initiative and discretion in interactions with staff, congregants, and visitors, and must possess a high degree of integrity and the ability to maintain confidentiality.

Level & Nature of Contacts

The incumbent has contact with the Church Board, serves as Vice-Chair of the Board, and is a member of the Executive Committee. She/He has frequent contact with ministerial staff members and the Church Clerk, and interacts with the congregation and visitors in person, online, and by telephone in the dissemination of information.

OUR CHURCH THEME

"Being and Becoming the Church."

Mount Olive strongly emphasizes biblical teaching and embodying Christ's work in the world — and seeks an Executive Pastor who will help carry that vision forward.

QUALIFICATIONS

Special Skills, Knowledge & Training

- **Faith and Character:** A personal and growing relationship with Jesus Christ.
- **Baptist Tradition:** A working knowledge of the history, teachings, doctrines, polity, and culture of the African American Baptist Church.
- **Business Administration:** Commanding knowledge of standard business practices, including strategic planning, resource allocation, and human resource modeling.
- **Leadership and Communication:** Excellent interpersonal, leadership, management, and organizational skills; strong written, speaking, presentation, administrative, and facilitation skills, with the ability to delegate, motivate, plan, and communicate effectively.
- **Pastoral Care:** Ability to exhibit humility, patience, and empathy in the care of the church and community.
- **Church Management Systems:** Knowledge of PowerChurch or comparable church management software and systems.
- **Office Technology:** Working knowledge of the Microsoft Office Suite.
- **Financial Management:** Effective budgeting and accounting skills.
- **Confidential Communication:** Advanced interpersonal communication skills for handling sensitive and confidential situations and information.

Qualifications, Knowledge, Skills & Abilities

- **Theological Education:** Master of Divinity degree from an Association of Theological Schools (ATS) accredited institution.
- **Ministerial Credentials:** Ordained Baptist minister. Licensed ministers who are eligible for ordination may also be considered.
- **Ministry Experience:** A minimum of five years in a pastoral position; experience in a mid-sized urban or suburban church or a similarly sized non-profit setting.
- **Business Education:** Bachelor's degree required.
- **Managerial Experience:** Five or more years of senior-level managerial/supervisory experience.
- **Faith Tradition:** Knowledgeable of the Christian faith and Baptist heritage.
- **Digital Proficiency:** Knowledge of and experience in utilizing social media and technology.
- **Communication:** Demonstrated strong oral and written communication skills.
- **Administration:** Demonstrated strong administrative skills.
- **Communicating the Gospel:** Demonstrated ability to preach and teach biblical principles.
- **Participation:** Participate in and, if necessary, lead scheduled staff meetings and planning retreats.
- **Team Building/Leadership:** Strong team-building skills.
- **Ministry Alignment:** Ability to execute the vision and ministry goals of the congregation.

Expectations & COMPENSATION

POSITION STATUS
Regular Full-time / Exempt

MINISTERIAL STATUS
Minister

SALARY
$80,000 – $85,000 per year plus benefits package

WEEKLY HOURS
40+ hours, including Sundays

Weekly Hours

40-plus hours per week, to include Sundays, weekdays (currently Tuesday – Friday), occasional weekends and evenings, and availability for special ministry events.

Church Membership

The individual holding this position is required to be, or become upon hire, an active, covenant member in good standing of Mount Olive Baptist Church, Arlington, VA.

Relocation

Please note that relocation costs will not be provided for this position.

Benefits

Mount Olive Baptist Church offers full-time ministry employees a benefits package that includes a housing allowance, participation in a group health plan, and participation in a 403(b) retirement program with disability and life insurance coverage.

Annual vacation and sick leave are provided in accordance with the Mount Olive Baptist Church Human Resources policy.

Background Check & Drug Testing

All employment offers are contingent upon successful completion of a background check through the Child Safety Program and drug testing for illegal substances.

HOW TO APPLY

Applications must be submitted by 11:59 PM on Monday, November 9, 2026.

Interested candidates should email the following to info@mtolivebc.org with **"Executive Pastor Search"** in the subject line:

- **Resume**
- **Cover letter** describing your interest in this position and relevant experience
- **Video link to one sermon** (delivered within the last 6 months)
- **Video link to one teaching** or Bible study session
- **Transcripts** for undergraduate and graduate programs (unofficial transcripts accepted for initial review; official transcripts required of finalists)

For Finalists

Finalists must provide three (3) letters of recommendation: from a Baptist pastor, a ministry leader, and an individual acquainted with the candidate's administrative experience and skills.

Our Vision

Mount Olive strives to be an inclusive family of believers, committed to the growth and spread of the gospel of Jesus Christ, showing unity and Christian love in action by reaching out to our immediate community and beyond.



About Mount Olive

Mount Olive Baptist Church, Arlington, Virginia, is a 153-year-old, predominantly African American congregation outside the Nation's capital. Its membership is approximately 1,000, with roughly 200 attending Sunday worship. The church theme is "Being and Becoming the Church." It strongly emphasizes biblical teaching and embodying Christ's work in the world.

The congregation includes residents from throughout the Washington, DC, metropolitan area. Its multigenerational population includes a strong cohort of aging members and a recent influx of young adults. Mount Olive's worship style blends traditional African American Baptist worship with more contemporary worship music.

Mount Olive was founded by formerly enslaved persons in the post-Civil War era in Freedman's Village in Arlington, Virginia. It embraces a strong liberation theology and actively engages in social justice ministry in the surrounding community, and partners with the Lott Carey Foreign Mission Convention in international mission work. Its Baptist affiliations include the Progressive National Baptist Convention, American Baptist Churches, the Baptist General Convention of Virginia, and other local and regional Baptist bodies.