



# JOB DESCRIPTION

## MINISTRY ROLE Executive Pastor of Operations

<b>Department:</b>	Lead Team	<b>Type of position:</b>	<b>Hours___per week</b>
<b>Accountable to:</b>	Sr. Pastor	<input checked="" type="checkbox"/> Full-Time	<input checked="" type="checkbox"/> Exempt
		<input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt
		<input type="checkbox"/> Contracted	

**Typical Office Hours:** M 9a-5p T 9a-5p W 9a-5p Th 9a-5p F

## MINISTRY SUMMARY

To provide operational leadership to the administration of CBC. Developing financial systems, policies, and structures to ensure the stewardship of resources provided to CBC. Provide daily management of office, facilities, and staff.

## MINISTRY RESPONSIBILITIES:

- Administrative**
- \* Manage and direct the church calendar and all campus ministries.
  - \* Work cooperatively with all members of CBC’s leadership team.
  - \* Provide general oversight of day-to-day operations of office and staff.
  - \* Provide support to staff members to ensure can complete the tasks for which they are responsible.
  - \* Complete any duties as assigned by the Senior Pastor.
- Financial**
- \* Oversee the big-picture financial operations of the church and develop systems for handling accountable and efficient finances.
  - \* Develop procedures for all purchasing and reimbursement.
  - \* Coordinate and work with appropriate staff in developing the operating budget and provide at least monthly communication regarding the current status of their respective budgets.
  - \* Participate in staff meetings, evaluation meetings, and other meetings as necessary.
  - \* Work with the bookkeeper to ensure that appropriate financial reports are completed and bills are paid properly.
  - \* Track attendance and giving and analyze the data.
  - \* Research legal, tax, and employment matters as they arise.
  - \* Work with Finance Committee to ensure fiscal management guidelines are followed.

## MINISTRY RESPONSIBILITIES CONTINUED:

### **Facility**

- \* Oversee scheduling and calendaring. Administer the master church calendar.
- \* Maintain an inventory of church property and equipment.
- \* Evaluate the insurance needs of the church and secure what is deemed necessary.
- \* Coordinate with Deacon and Deaconess teams regarding setup and needs in the facility.
- \* Coordinate with contractors.
  - \* Evaluating Costs and Workmanship.
  - \* Recommend changes to providers.

## DESIRED QUALIFICATIONS:

- \* Have a born-again relationship with Jesus.
- \* Be an entrepreneurial leader of leaders who can effectively recruit, train, empower, and appreciate volunteers.
- \* Lead in the application, interviews, and pipeline process for your volunteers.
- \* Invest in volunteers to support them in their spiritual and ministry development.
- \* Previous experience working in a church or non-profit environment is preferred.
- \* Experience developing budgets and reports.
- \* Previous staff management experience.
- \* Able to work with minimal supervision.
- \* Bachelor's degree.
- \* Full agreement with the statements of faith and positions of Community Bible Church.