



Job Title: Executive Pastor of Ministry Operations	Department: Executive Team
Reports To: Lead Pastor	Status: Exempt

LEADERSHIP AND CHARACTER QUALITIES

- The Executive Pastor of Ministry Operations is a fully devoted follower of Jesus who is obedient to His truth, being transformed by His Spirit, and engaged in His mission.
- The Executive Pastor of Ministry Operations shows evidence of the 4 C's: Calling, Character, Competency, and Chemistry.
- The Executive Pastor of Ministry Operations is in full alignment with the mission, vision, values, and ministry strategy of Lake City.
- The Executive Pastor of Ministry Operations is a leader of leaders who carries culture, builds teams, equips people, and empowers them for significant work.
- The Executive Pastor of Ministry Operations maintains good personal hygiene and appearance appropriate for church and office environments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

CORE RESPONSIBILITIES:

1. Serve as a key member of the Executive Team, contributing to church-wide strategy and decision-making.
2. Serve as the primary leader responsible for the execution, alignment, and health of all ministry operations at Lake City.
3. Translate and implement the vision, values, direction, and desired outcomes of the Lead Pastor into clear ministry strategy, systems, and action.
4. Provide direct leadership, coaching, and accountability to department heads to ensure effective, aligned, and sustainable ministry execution.
5. Oversee the planning, coordination, and evaluation of ministry environments, gatherings, and seasonal initiatives.

GENERAL RESPONSIBILITIES:

- Ensure all ministries are aligned with Lake City's mission, vision, values, ministry philosophy, and ministry strategy as expressed by the Lead Pastor.
- Regularly assess ministry effectiveness, health, and alignment and address issues as they arise.
- Work closely with the Lead Pastor to ensure clarity on mission, vision, values, ministry philosophy, and ministry strategy of Lake City.
- Partner closely with the Lead pastor to translate direction into executable plans.
- Serve as a unifying leader across ministries, helping teams collaborate rather than operate in silos.
- Meet regularly with department heads to provide clarity, coaching, encouragement, and directional leadership.
- Ensure each department remains closely aligned with Lake City's mission, vision, values, ministry philosophy, and ministry strategy.
- Develop department heads as leaders of leaders who carry culture, build teams, equip people, and empower them for significant work.
- Work with department heads to ensure ministry calendars are realistic, coordinated, and aligned with church-wide priorities as defined by Lead Pastor.
- Ensure ministry leaders have clear goals, expectations, and metrics for success.
- Work alongside the Lead Pastor to create a life-giving work culture for staff; promoting camaraderie, community, and opportunities for missional impact.
- Work with other members of the Executive Team on annual ministry planning processes.
- Work with Administrative Pastor on budgets, staffing needs, and facility usage.

ADDITIONAL RESPONSIBILITIES:

- Performs other duties as assigned by Lead Pastor.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Strong interpersonal skills.
- Pastoral influence, moral authority, and a genuine care and concern for people.
- Strong written and verbal communication skills.
- Proven ability to lead teams, develop people, and drive execution.
- Strong understanding of church ministry dynamics.
- Strong, theologically sound understanding of Scripture.
- 7+ years of fruitful and effective ministry experience.
- Bachelor's Degree in Pastoral Ministry or other related field required.
- Minister's License through the Assemblies of God required.

STRATEGIC OUTCOMES

- Lead Pastor is freed from day-to-day operations.
- Vision, values, and direction are consistently translated into clear strategy, systems, and action plans.
- Unified and aligned ministry departments.
- High-capacity department heads.
- Operational consistency and excellence.

This is a full-time, salaried position offering comprehensive family medical benefits and retirement contributions as part of a competitive compensation package.

Send cover letter and resume to mitche@lakecity.church to apply.