STEWARDSHIP & OPERATIONS PASTOR
CENTRAL SERVICES
JOB DESCRIPTION

JOB TITLE: Stewardship & Operations Pastor
DEPARTMENT: Central Services
REPORT TO: Pastor of Vision and Preaching
DATE REVISED: November 19, 2026
CLASSIFICATION: Exempt, Full-Time

POSITION PURPOSE:
Lead and direct the stewardship and business affairs of the church with a pastor's heart. This includes overseeing the staff, volunteers, and business partners who perform the business functions of the church.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Lead in encouraging and fostering stewardship as an important aspect of discipleship within our church family across all campuses. Including:
  - Should have an aptitude for expanding stewardship communication using culturally relevant social media tools.
  - Should have an interest in keeping up with new giving trends and the ability to implement pathways to maximize opportunities presented by those trends, as appropriate.
- Provide leadership, strategic direction, and hands-on work, as needed, to carry out the business operations of the church. Business operations are comprised of the following functions:
  - Finance, including:
    - Accurate giving records and reporting to church family.
    - Effective budgeting and spending accountability.
    - Annual financial statement audit.
    - Maintaining a healthy relationship with ChangePoint's lending institution.
    - Maintaining ECFA accreditation, with corresponding commitment to accountability and appropriate levels of transparency.
    - Maintaining appropriate insurance and risk management practices.
    - Maintaining/improving the accounting, reporting and strategy associated with activities that comprise ChangePoint's Unrelated Business Taxable Income.
  - Payroll, including:
    - Semi-monthly payroll and related reporting.
  - Human Resources, including:
    - Maintaining Employee Handbook and relevant policies
    - Maintaining appropriate employee benefits and directing changes as necessary.
    - Maintaining and administering an effective employee evaluation process.
  - Information Technology, including:
    - Maintaining a healthy relationship with ChangePoint's outsourced IT partner, and through them, a reliable and secure network operating environment.
  - Church Database
    - Maintaining the church database in a manner that facilitates relationship and ministry with and to our church family
- Supervise, or oversee the supervision of, the staff and volunteers who carry out the business functions listed above.
- Present information, reports, and strategic considerations and input to the Pastor of Vision and Preaching, and through him, to the Senior Leadership Team and ChangePoint Board.
- Other duties as assigned.

QUALIFICATIONS:

- Growing faith in Jesus Christ, a heart set on following Him, and a track record of upward personal trajectory.
- Professional-level competency in areas of Accounting, Finance, Human Resources.
    - Minimum of master's degree, CPA license, or equivalent experience in these areas.
- Effective communicator and leader.
- High level of integrity and confidentiality.
- Ability to organize work, set priorities, and carry out responsibilities as well as lead others to do the same.
- Proficiency in using Microsoft Excel, Word, Teams and Outlook.

OTHER RESPONSIBILITIES:

- This job description reflects general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences, to equalize peak work periods, or otherwise balance the workload.