

## Executive Pastor of Operations Job Description

**Date:** 09/08/2025

### **Objective/Summary:**

The Executive Minister of Operations is a leader of leaders. Under the direction of the Senior Pastor the Executive Minister will oversee the church staff by ensuring effectiveness, evaluation, discernment, and decision-planning. In addition to staff oversight, the Executive Minister of Operation will oversee and manage the areas of Finances, Accounting, Facilities, and Human Resources. The Executive Minister of Operations will work with the Accounting Manager to create systems and procedures to preserve financial health and to ensure The Link Church operates with integrity.

The Executive Minister of Operations will oversee all Human Resources policies to ensure that they are understood and practiced by all Link Church staff members, elders, and lay leaders. The Executive Minister of Operations will collaborate with the Senior Pastor in the processes of hiring, performance evaluation, disciplinary action, and firing. As a member of the staff of The Link Church the Executive Minister of Operations is expected to embody The Link Church's vision, mission, and core values always.

### **Essential Functions:**

The Executive Minister of Operations will support the Senior Pastor in the accomplishment of the church's mission through ministry effectiveness evaluation, discernment, decision making, planning and overall direction of church staff. In essence, the Executive Minister of Operation will be responsible for the accomplishment of the mission. Therefore, it will be important for this individual to be solution-oriented and an innate problem-solver, equipping the team with the tools needed to implement solutions.

The Executive Minister of Operation is expected to champion the development of staff, creating opportunities to help them grow in their spiritual and professional needs. So, this individual must be able to align the church and staff with its mission and vision. To do so the individual will be expected to facilitate strategic planning processes including evaluation of ministry performance, review of mission, vision, and core values, development of key objectives and tactics.

Additionally, the Executive Minister of Operation will oversee HR policies and the daily operation of the church including its finances and properties. To do this successfully, the individual will attend elder meetings and serve as the liaison between staff and elders.

## **Responsibilities**

- Oversee the church's staff
- Implement the Senior Pastor's vision
- Manage the church's budget and finances
- Help develop and implement the church's goals and plans
- Ensure the church runs smoothly and in line with its mission
- Oversee the church's human resource policies

## **Essential Skills:**

- **Cast Vision and Purpose** – Communicates a compelling vision that inspires others to respond. Regularly will tie tasks, activities, and conversations to the big picture and purpose of the ministry.
- **Ensure Accountability** – Holds others, and self, accountable to meet expectations. Leans into difficult conversations with grace and a humble spirit.
- **Develop and Equip Others** – Actively challenges others to take the next step in their development and provides them the resources and opportunities to reach their full potential in Christ.
- **Motivate Others** – Creates energy, engagement, and commitment from others to work toward goals that accomplish the mission.
- **Think Strategically** – Generates and applies strategies to meet anticipated future needs, challenges, and opportunities. Effectively bridges vision to clear action.
- **Innovate and Create**– Develops new ideas, material, or opportunities for the ministry to be successful. Knows when a new approach is needed.

## **Required Education, Experience, and Membership:**

- Full membership within The Link Church (including alignment with TLC's values and beliefs) or willing to become a member.
- Strong leadership and development skills
- Microsoft Office Suite
- Operations experience
- Bachelor's degree in Business or Leadership would be desired but not required.

## **Additional Skills/Traits:**

- Problem Solver
- Attention to Detail
- Organized
- Strong Work Ethic

**Reports to:** Senior Pastor

**Job Status:**

- Exempt (not eligible for overtime)
- Full-Time (More than 30 hours/week)
- Salaried

**Physical Job Requirements:**

Light lifting, occasional walking, frequent sitting

**Schedule:**

Daytime hours

**Interacts with:**

Staff, volunteers, vendors, and financial institutions

\*\*\*Nothing in this job description restricts the church's right to assign or reassign duties and responsibilities to this job at any time.