

Administrative Pastor

Operations w/ Oversight of Connections & Groups

Reports to: Lead Pastor | Full-time, exempt



Role Summary

The Administrative Pastor provides operational leadership that turns vision into execution. This role builds and maintains the church's internal systems, rhythms, and follow-through so ministry happens with clarity and consistency. The role also provides oversight to Connections/Assimilation (First Impressions and Next Steps) and Groups/Discipleship, ensuring people can connect, grow, and serve.

What Success Looks Like

- Clear priorities, dependable workflows, and consistent follow-through across the week.
- Healthy, proactive operations (facilities, finance coordination, technology, safety, vendors, projects).
- A consistent guest pathway from first visit to next steps and serving.
- A healthy groups system with clear on-ramps and supported leaders.

Key Responsibilities

Vision to Execution

- Translate vision into annual priorities, quarterly goals, and executable plans.
- Maintain a simple execution system (owners, timelines, check-ins, outcomes).
- Track a small set of key indicators and project progress.

Administrative Systems and Communication

- Maintain the internal operating system (planning rhythms, calendar governance, documentation, communication lanes).
- Improve clarity and coordination so teams have what they need to execute well.
- Resolve operational issues and escalate only what needs the Lead Pastor's attention.

Operations Oversight

- Oversee core operations directly or through leaders: facilities, finance coordination, technology, safety, vendors, and readiness.
- Lead special projects as assigned.

Oversight of Connections and Assimilation

- Oversee the Connections pathway: guest experience, follow-up, next steps, membership process, and serving on-ramps.
- Ensure Sunday hospitality is consistent and measurable.

Oversight of Groups and Discipleship

- Oversee the groups system: leader recruitment, training, support, and clear on-ramps for participation.
- Ensure groups align with the church's discipleship philosophy and produce spiritual fruit.

Pastoral Presence

- Participate in pastoral care and key ministry moments as needed.
- Teach/preach occasionally as aligned with gifting and church needs.

Qualifications and Expectations

Character

- Mature follower of Jesus Christ with humility, integrity, and emotional maturity.
- Alignment with the church's doctrine, mission, and values.
- Servant leadership and a shepherd's heart.

Skills and Experience

- Proven ability to build systems and manage projects in a ministry or organizational setting.
- Clear communicator who creates alignment, timelines, and follow-through.
- Comfort coordinating budgets, facilities, operational tools, and multiple moving parts.

Education

- Bachelor's degree required (ministry, business, or leadership preferred).
- Seminary or graduate training preferred but weighed alongside experience.