

Title: Executive Pastor of Ministry Operations

Classification: Full-Time | Exempt

Supervisor: Neal Rich, Lead Pastor

Relates Closely To: Executive Team, Pastoral Staff, Ministry Directors, Communications Team, Operations Team, Ministry Leaders

Purpose

The Executive Pastor serves as a **key strategic leader** responsible for helping Cedar Valley Church fulfill its mission of **leading people from where they are to where God wants them to be.**

This role partners closely with the Lead Pastor to translate vision into action by providing executive leadership to ministry strategy, staff development, organizational systems, ministry operations, and long-range planning.

The Executive Pastor provides oversight that strengthens church health, aligns ministries, develops leaders, improves execution, and builds scalable systems that support future growth and increased Kingdom impact.

This individual is a strategic thinker, systems builder, organizational leader, and ministry champion who thrives at turning vision into execution while cultivating healthy teams and a thriving church culture.

Roles:

1. Strategic Leadership & Vision Execution

Purpose:

Provide executive-level leadership that translates mission and vision into actionable ministry plans and measurable outcomes.

Responsibilities:

- Partner closely with the Lead Pastor to clarify, implement, and execute church vision
- Lead strategic planning processes including annual ministry planning and long-range organizational initiatives
- Build systems and structures that strengthen ministry effectiveness and future growth
- Develop measurable goals, ministry scorecards, and accountability systems
- Monitor ministry effectiveness through metrics, evaluation, and data-informed decision making
- Identify organizational opportunities, challenges, and strategic solutions
- Ensure ministries remain aligned with Cedar Valley's mission, values, and strategic priorities
- Drive cross-department collaboration and organizational alignment
- Lead ministry execution from vision to implementation
- Help prepare Cedar Valley Church organizationally for future growth and expanded impact

- Strengthen systems that improve discipleship pathways, volunteer engagement, leadership development, and congregational connection
- Assist in staffing strategy and organizational development planning

2. Ministry Leadership & Organizational Alignment

Purpose:

Provide executive oversight and leadership development that strengthens ministry effectiveness across Cedar Valley Church.

Responsibilities:

- Foster alignment between ministries and overall church vision
- Provide coaching, support, accountability, and leadership development to pastors and ministry leaders
- Build strong systems that improve organizational effectiveness
- Champion ministry collaboration and cross-department unity
- Strengthening pathways for discipleship, engagement, serving, and leadership development
- Ensure ministries operate with consistency, excellence, and mission alignment
- Help leaders clarify priorities and execute ministry plans effectively
- Encourage innovation, evaluation, and continuous improvement
- Strengthen ministry communication and organizational clarity

3. Staff Leadership & Team Development

Purpose:

Cultivate a healthy, unified, high-capacity leadership culture that develops people and strengthens ministry impact.

Responsibilities:

- Lead and strengthen healthy staff culture
- Facilitate productive, mission-focused leadership meetings
- Build leadership pipelines that identify, equip, and empower future leaders
- Coach pastors, directors, and ministry leaders toward personal, spiritual, and professional growth
- Foster accountability, clarity, and healthy team dynamics
- Encourage unity, collaboration, and servant leadership
- Support onboarding, training, evaluation, and development processes
- Help strengthen volunteer leadership systems across ministries
- Develop environments that encourage ownership, initiative, and leadership multiplication
- Support conflict resolution and healthy communication practices

4. Ministry Operations & Organizational Health

Purpose: Provide executive leadership that strengthens operational excellence and organizational sustainability.

Responsibilities:

- Lead ministry planning, coordination, and execution processes
- Support responsible stewardship and budget accountability
- Build systems that improve communication, effectiveness, and organizational health
- Improve structures that increase scalability and sustainability
- Identify operational inefficiencies and implement solutions
- Help ministries establish clear goals, systems, and success measures
- Ensure ministry initiatives move effectively from planning to execution
- Strengthening organizational rhythms, project management practices, and operational consistency
- Champion adaptability, innovation, and continuous improvement.

5. Congregational Care & Discipleship Development**Purpose:**

Strengthen ministry environments that support spiritual growth, biblical community, and life transformation.

Responsibilities:

- Support ministries that strengthen spiritual care and relational health
- Strengthen discipleship systems and spiritual growth pathways
- Equip leaders and volunteers to minister effectively
- Encourage healthy ministry environments that reflect biblical community
- Help develop clear next steps for connection, engagement, serving, and leadership growth
- Support initiatives that strengthen families, marriages, and community life
- Partner with ministry teams to create environments that lead people toward greater maturity in Christ

Qualifications**Required:**

- Authentic and growing relationship with Jesus Christ.
- Demonstrates spiritual maturity, integrity, humility, emotional health, and servant leadership.
- Strong alignment with the mission, doctrine, and values of Cedar Valley Church.
- Proven leadership experience in church, nonprofit, or organizational settings, including staff supervision and team development.
- Ability to lead, develop, empower, and hold teams accountable while fostering unity and collaboration.
- Demonstrated strategic and operational leadership, with the ability to balance long-term vision and day-to-day execution.
- Experience building scalable systems, organizational processes, accountability structures, and measurable goals.
- Strong interpersonal, communication, conflict resolution, and relationship-building skills.

- Ability to manage complexity, solve problems effectively, and lead organizational growth and change.
- Self-motivated, dependable, adaptable, and highly organized.
- Five years of pastoral leadership experience preferred.
- Be or become a member of Cedar Valley Church.

Education, Training and Experience Requirements:

- Five or more years of executive, pastoral, ministry, nonprofit, or organizational leadership experience.
- Experience serving as an Executive Pastor or in a comparable senior ministry leadership role.
- Bachelor's degree required; advanced degree preferred.
- Assemblies of God credentials or willingness to pursue credentialing.
- Experience leading multi-staff organizations and developing leaders.
- Familiarity with church operations, governance, budgeting, and organizational systems.
- Demonstrated experience leading organizational growth, change, and strategic initiatives
- Proficiency in Microsoft Office and standard organizational software platforms
- Experience overseeing volunteers and leadership development systems

Other

- This job description is not intended to cover every duty or responsibility associated with the role.
- Responsibilities may evolve as Cedar Valley Church grows, and organizational needs change.
- Candidate must become or maintain active membership at Cedar Valley Church.

Work Hours

- Full-time; In-office
- Church Office hours: Mon-Fri | 8:30 a.m.-4:00 p.m.
- Position Office hours: Mon-Thurs | 8:30 a.m.-5:00 p.m.
- Sunday Service hours: 7:30 a.m.-1:00 p.m. | Wednesday: 6:00 p.m. - 8:00 p.m.
- Due to our work's nature and the need to coordinate our working hours with weekend and weekday services and activities, changes in work schedules, work locations, and travel may be necessary.
- This position may require additional hours for other work events.

Starting Pay Range: \$80,000-\$95,000