

Job Description

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 of Ministry Operations serves as a key leadership partner to the Lead Pastor, helping translate vision into action through ministry alignment, leadership development, organizational systems, and operational execution.

This role ensures that ministries, programs, and staff remain aligned with Cedar Valley Church's mission, values, and disciple-making process. The Executive Pastor provides leadership that strengthens organizational health, develops leaders, enhances ministry effectiveness, and establishes systems that support growth and Kingdom impact.

The ideal candidate is a relational leader, strategic thinker, and skilled implementer who thrives on helping ministries move from vision to execution while cultivating healthy teams and a strong church culture.

Roles:

1. Vision Execution & Organizational Alignment

Purpose:

Support the Lead Pastor by translating church vision into ministry priorities, organizational alignment, and effective execution.

Responsibilities

- Partner with the Lead Pastor to implement church's vision and ministry priorities.
- Ensure ministries, programs, and initiatives align with Cedar Valley's disciple-making process, strengthening pathways for discipleship, engagement, service, and leadership development
- Build systems and structures that enhance ministry effectiveness and support future growth.
- Develop ministry goals and accountability systems that advance church-wide priorities.
- Monitor ministry effectiveness and organizational progress through evaluation and reporting.
- Champion and facilitate cross-ministry collaboration and alignment.
- Lead ministry initiatives from vision through implementation.
- Identify obstacles to execution and develop practical solutions.
- Help prepare Cedar Valley Church for future growth and expanded Kingdom impact.
- Assist with staffing strategy and organizational development.

2. Staff Leadership & Team Development

Purpose:

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

Responsibilities:

- Lead and cultivate a healthy staff culture
- Facilitate productive, mission-focused leadership meetings
- Build leadership pipelines that identify, equip, and empower future leaders
- Coach pastors and ministry leaders toward personal, spiritual, and professional growth
- Foster accountability, clarity, and healthy team dynamics
- Help leaders clarify priorities and execute ministry plans effectively
- Encourage unity, collaboration, and servant leadership
- Support onboarding, training, evaluation, and leadership development processes
- Create environments that encourage ownership, initiative, and leadership multiplication
- Support conflict resolution and healthy communication practices

3. Ministry Operations & Organizational Health

Purpose:

Provide executive leadership that promotes operational excellence and organizational sustainability.

Responsibilities:

- Lead ministry planning, coordination, and execution processes
- Support budget accountability and the responsible stewardship of ministry resources.
- Develop systems, processes, and communication structures that improve ministry effectiveness.
- Ensure ministries operate with consistency, excellence, and alignment with the church's mission.
- Establish ministry scorecards and reporting processes that measure progress and outcomes.
- Improve structures that increase scalability and sustainability
- Facilitate ministry reviews focused on alignment, effectiveness, and stewardship.
- Ensure ministry initiatives move successfully from planning to execution.
- Support organizational improvement efforts and the implementation of church-wide priorities.

4. Congregational Care & Discipleship Development

Purpose:

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

Responsibilities:

- Support ministries that provide care, encouragement, and practical support to individuals and families.
- Equip leaders and volunteers to minister effectively
- Strengthen discipleship pathways and opportunities for spiritual growth.
- Foster ministry environments that reflect biblical community and spiritual maturity.

- Support initiatives that strengthen families, marriages, and community life.
- Help create clear next steps for connection, involvement, serving, and leadership development.

5. Volunteer & Church Engagement Initiatives

Purpose

Provide leadership support for church-wide initiatives that develop volunteers and deepen congregational engagement.

Responsibilities

- Strengthen volunteer engagement, development, and appreciation.
- Enhance volunteer leadership systems across ministries.
- Support church-wide events that encourage discipleship, connection, and community.
- Collaborate with ministry teams to create meaningful engagement opportunities.
- Support initiatives that reinforce Cedar Valley's mission, culture, and values.

Qualifications

Required:

- Authentic and growing relationship with Jesus Christ as Savior and Lord.
- 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.

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

- Be or become a Cedar Valley Church Member.
- The Job Description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities.
- Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.
- Responsibilities may evolve as Cedar Valley Church grows, and organizational needs change.

Work Hours

- Full-time; In-office
- Church Office hours: Monday–Friday | 8:30 a.m.–4:00 p.m.
- Church Wednesday Activity hours: 6:00 p.m.–8:00 p.m.
- Position Office hours: Monday–Thursday | 8:30 a.m.–5:00 p.m.
- Position Sunday Service hours: 7:30 a.m.–1:00 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