

Pastor of Ministry Operations

Summary:

The Pastor of Ministry Operations supports the ministry of Harvest Orthodox Presbyterian Church (OPC) by working with the other pastors, elders, and ministry teams (e.g. Worship, Walk, Witness) to coordinate ministries across the congregation and to advance session-determined goals. This pastor shall also manage non-ordained staff, work closely with support teams (e.g. Building & Grounds, Tech, etc.), and provide support and encouragement to ministry leaders, including the other pastors.

- Report to the Session
- Work with staff, ministry team leaders, elders, and trustees
- Weekly Commitment: 50 hours/week

Responsibilities:

Provide Organizational Leadership to Staff Leadership Team

- Facilitate coordination and a unified direction among the pastors
- Regularly attend Staff Leadership Team meetings
- Meet regularly with the pastors for prayer and mutual encouragement
- Organize ministry planning with the pastors
- Organize the Session's annual reviews of the pastoral staff

Manage the Non-Ordained Staff

- Provide day-to-day direction and encouragement
- Coordinate responsibilities and assignments from the pastoral staff
- Organize annual performance reviews

Preaching & Teaching Opportunities

- Preach up to once per month at Harvest
- Preach up to once per month at other area churches
- Teach and train volunteers to maximize their ministry effectiveness, along with the other pastors

Support & Coordinate Congregational Ministry Teams

- Ensure that Harvest is meeting session-determined ministry goals
- Shepherd leaders and teams as they move towards ministry goals
- Provide leadership to the Walk Ministry Team to ensure group ministries are supporting growth in Christian maturity and service
- Attend the meetings of the Worship and Witness Ministry Teams, as appropriate

- Be the liaison between session and the Board of Trustees and Human Resources Committee
- Be the liaison between support teams (e.g. Building & Grounds, Human Resources Committee, Tech Committee, Safe Church, Security) and pastoral staff

Core Competencies:

- Loves Christ and His Church
- Knows and subscribes to the Westminster Standards
- Experience working within an organization
- Preference given to someone with at least five years of ministry experience
- Practices spiritual disciplines to grow as a disciple of Christ and exhibits the fruit of the Spirit
- Committed to doing ministry by prayer
- Highly skilled in leadership and administration
- Disciplined and organized
- Clear in verbal and written communication
- Able to articulate and implement vision for different ministry areas
- Strategic thinker who is able to lead others to unite around and execute ministry strategy
- Highly skilled at working with and through others
- Able to recruit and energize others in ministry tasks
- Faithfully stewards giftedness of others
- Able to work well in a team setting
- Able to receive direction
- Experienced at developing others as God has gifted them
- Able to create a healthy, vibrant, volunteer culture

Educational Requirement:

- Must possess a Master of Divinity degree (or equivalent)

Note: We also have need for some assistance in the areas of counseling and training/developing musicians. While our priority is to fill this position—with its focus on executive and administrative duties—we would be happy to discuss with candidates ways that this role description could be altered to support their use of gifts in counseling and music in this role.