



EXECUTIVE PASTOR OF OPERATIONS JOB DESCRIPTION

Mission of The Journey: To help people find Jesus and follow him fully

General Description: Organization-builder with a strong leadership gift and the skills to scale. Serves on the Lead Team and reports to the Lead Pastor. Directly oversees human resources; finance; stewardship and giving; office management and administration; facilities; current and future location planning and operations; and legal. Assists with overall leadership and direction of the staff with an emphasis on freeing the Lead Pastor to focus on teaching, vision development, and coaching.

Qualifications:

- Follower of Jesus with strong character
- In alignment with [“What We Believe”](#) and “Leadership Core Values”
- Likeable and enjoyable to be around; deeply secure
- Passionate about reaching unchurched people with the message of Jesus
- Grasps the vision of empowering Journeymen to serve; equips and leads over doing or delegating
- Abnormally high work ethic (an executor who consistently makes things happen with and through others)
- Loves The Journey and lives out our mission, vision, and culture; loyal to our Lead Pastor and bringing his vision to life
- Healthy relationships with existing staff and leaders (in current position and/or at The Journey)
- Prior experience (minimum five years) successfully overseeing operations, project management, human resources, and/or finance
- Able to develop and implement strategies across ministry areas; able to successfully oversee multiple areas and people simultaneously
- A demonstrable calling to ministry; previous ministry experience preferred
- Track record of responsible personal stewardship (tithing, living within means, avoidance of excessive consumer debt)

Essential Functions:

- Provides oversight of the above-mentioned ministry areas to accomplish The Journey’s mission (helping people find Jesus and follow him fully); through our vision (gather; connect; serve); in the context of our culture (real church for real people); with emphasis on our key outreach demographic (unchurched men, 20-44 years old); to transform our region (Journey City):
 - Human resources and leadership development – build a strong staff team across functional areas; identify, develop, and deploy leaders; design and continually expand a structure that ensures everyone (on staff) enjoys *community* (a strong sense of family and belonging), *clarity* (unambiguity around our vision, their role in it, and their opportunities for growth), *contribution* (an ability to choose meaningful work and provide a real voice into where our church is headed),

and *compensation* (a salary that allows them to focus on ministry rather than worrying about their means)

- o Finance – expand and manage a consistent, simple, scalable financial system that includes budget development and management and purchasing policies
- o Stewardship and giving – develop and manage the systems; shape and execute a sustainable strategy to enhance personal stewardship; manage the process by which Journeyers contribute financially to the church; and build relationships with and oversee the communication that will best reach givers at all stages of generosity
- o Office management and administration – develop and manage the systems; oversee and build the office management and administration staff and volunteer teams
- o Facilities -- develop and empower team to oversee maintenance, usage, and upkeep of all facilities; negotiate contracts for facilities rentals
- o Location planning and operations – develop and manage the systems; build and oversee the operations team; develop and execute expansion strategies for existing and future locations, including financial initiatives, master planning, design and architecture, contractor selection, and construction
- o Legal – work with the board and legal partners to update and maintain The Journey’s bylaws and policies and oversee all legal and insurance concerns
- Contribute to strategic planning by helping shape The Journey’s strategy (short- and long-term) and taking ownership of deliverables (including timelines, budgets, measurable goals, and stakeholder communications); formulate strategies whereby ministry is carried out in keeping with the mission and vision
- Develop and empower leaders (staff and volunteer) as the chief means of growing people and accomplishing ministry
- Manage the updating and interpretation of operational metrics
- Perform other leadership functions as gifts allow and vision or need require

General Responsibilities:

- Participate in and help lead monthly All-Staff meetings and weekly lead team meetings
- Lead operations team meetings
- Attend weekend gatherings, lead a J-Group at least two out of three semesters, and serve in some way outside of essential functions
- Practice the personal habits of reading the Bible, praying for others, and giving your first
- Champion gather, connect, and serve and seek to increase and sustain momentum and unity to impact our region

Process:

- Email application, cover letter, and resume to hr@yourjourney.tv (Subject: Executive Pastor of Operations Posting)
- To access our application, click “[Apply Today](https://yourjourney.tv/job-openings/)” at <https://yourjourney.tv/job-openings/>.