



## CHIEF OPERATIONS OFFICER/EXECUTIVE PASTOR JOB DESCRIPTION

*Work at a creative, life-giving church that is a 40-minute drive from downtown Philadelphia and a day trip to New York City. The Journey Church has been published by Outreach Magazine as one of the top 100 fastest growing churches in America, beginning in 2007 in a local industrial park and now reaching over 2,000 people.*

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

**General Description:** Organization-builder with strong leadership gifting 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, current and future location planning and operations, and legal. Assists with overall leadership and direction of the staff.

### **Qualifications:**

- Follower of Jesus with strong character
- In alignment with values and mission of The Journey Church
- Likeable and enjoyable to be around; deeply secure
- Passionate about reaching unchurched people with the message of Jesus
- Grasps the vision of empowering others to volunteer
- High work ethic
- Loves the church and lives out our mission, vision, and culture; loyal to our Lead Pastor and bringing his vision to life
- 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 passion for ministry
- Track record of responsible personal stewardship (tithing, living within means, avoidance of excessive consumer debt)

### **Essential Functions:**

- **HR**  
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 staff enjoys community, clarity, contribution, and compensation

Work with the board and legal partners to update and maintain The Journey's bylaws and policies and oversee all legal and insurance concerns

Develop and empower leaders (staff and volunteer) as the chief means of growing people and accomplishing ministry

- **Finance**

Expand and manage a consistent, simple, scalable financial system that includes budget development and management, and purchasing policies

Develop and manage the systems; shape and execute a sustainable strategy to enhance personal stewardship; manage the process by which church attenders contribute financially to the church; and build relationships with and oversee the communication that will best reach givers at all stages of generosity

- **Expansion**

Contribute to strategic planning by helping shape The Journey's strategy, taking ownership of deliverables; timelines, budgets, measurable goals, and stakeholder communications

- **Operation**

Office management and administration – develop and manage the systems; oversee and build the office management and administration staff and volunteer teams

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

Manage the updating and interpretation of operational metrics

Facilities -- develop and empower the team to oversee maintenance, usage, and upkeep of all facilities; negotiate contracts for facilities rental

**General Responsibilities:**

- Participate in and help lead monthly All-Staff meetings and weekly Lead Team meeting
- 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

**Hours:** Mondays - Thursdays, with Saturday evening and Sunday daytime services

**Process:**

- To access our application, click [here](#) to apply.