

PASTOR OF ADMINISTRATION & ADULT EDUCATION

Reports to: Elder Board

Status: Full-time

PURPOSE

The Pastor of Administration and Adult Education reports directly to the elder board, and provides strategic leadership and operational oversight for staff, systems, financial management, facilities, and adult education ministries. This individual ensures alignment of church vision, people, and processes, fostering a healthy, high-performing staff culture rooted in spiritual maturity, accountability, and mission-driven work. The Pastor of Administration and Adult Education, along with the Discipleship Pastor, serves as the bridge between elder board and staff, champions communication, identifies challenges, and drives continuous improvement. This individual is responsible to the elder board for internal systems and process improvement; finances and operations; coordinating church Adult Education initiatives in consultation and alignment with the Teaching Pastors; overseeing Missions Ministries; and, creating and managing volunteer teams and recruiting volunteers to assist in implementation of related tasks and activities.

QUALIFICATIONS AND SKILLS

- A seminary degree or a college degree in business administration, nonprofit management, or a related field.
- A mature, growing faith in Jesus Christ and alignment with the church's beliefs and values.
- Proven experience and proficiency in organizational leadership, ministry or program management, and team development.
- Proven experience and proficiency in effective organizational, systems, financial, and operations management.
- Experience with systems and processes evaluation and improvement.
- Demonstrated strong relational, administrative, oral and written communication skills.
- Demonstrated experience and comfort with preaching and/or other public speaking.
- Demonstrated ability to lead with both grace and truth, holding people to high standards while offering care and encouragement.
- Experience working with church staff is strongly preferred.

RESPONSIBILITIES

1 - Provide Organizational Leadership, Staff Oversight, and Team Development and Support

- Lead, manage, and coach staff in effective implementation of ministry goals and day-to-day operations.
- Collaborate with the elders to create a thriving, unified staff culture that reflects the heart of Christ.
- Offer honest, constructive, and confidential feedback to both staff and elders to strengthen organizational health.
- Foster a culture of accountability and encouragement, grounded in trust and mutual respect.
- Manage HR policies, hiring/transitions (upon approval of the elder board), and legal/insurance compliance.
- Ensure all staff roles align with their job descriptions, and responsibilities are executed with excellence. Identify performance concerns and recommend improvements; all staffing changes or disciplinary actions must be approved by the elder board.
- Supervise and support administrative team members through regular coaching, clear expectations, and timely feedback.
- Encourage a spiritually and emotionally healthy work environment by providing leadership development, team-building opportunities, and prayerful support.
- Actively celebrate staff successes and offer constructive, growth-oriented feedback.

- Conduct weekly 15-minute check-ins with designated administrative staff to assess progress, discuss challenges, and offer support.
- Along with the Discipleship Pastor, act as a communication conduit between staff and the elder board.
- Attend most elder meetings as an ex officio, non-voting member.
- Prepare staff meeting agendas, chair staff meetings, and provide timely follow-up communication.

2 - Develop and Oversee Systems and Process Improvement

- Evaluate and refine internal systems, workflows, and processes to enhance ministry effectiveness and operational efficiency.
- Identify gaps or inefficiencies and propose improvements to the elder board for review and implementation.
- Ensure ministry operations are aligned with the church's mission, values, and vision.

3 - Manage, or Oversee Management of, Finance and Operations

- Assist elder board in developing and monitoring the annual budget, making recommendations regarding budget based on projected revenue and expenses, church vision and ministry priorities.
- Monitor and coordinate budget process, expense tracking, and financial reporting; provide regular budget reports and projections to the elder board; ensure budget compliance in collaboration with elders.
- Organize giving statements and quarterly financial mailers; oversee financial tracking of givers/new givers; and, oversee Sunday financial team/offering volunteers.
- Oversee facilities, security, IT, and administrative processes to ensure efficient operations.

4 - Oversee Adult Education Programming in Collaboration with Teaching Pastors

- In coordination, collaboration and alignment with the Teaching Pastors, equip and empower the congregation by fostering and coordinating church adult educational opportunities, encouraging a community of lifelong learning and spiritual growth.
- Collaborate and coordinate with the Teaching Pastors to ensure the church's vision is communicated consistently.
- Recruit, equip, and mobilize teachers and volunteers for adult education initiatives.
- Collaborate with Teaching Pastors to create a cohesive discipleship pathway for adults.
- Manage the adult education budget and resources, ensuring alignment with the church calendar.
- Coordinate with Teaching Pastors to assume occasional preaching responsibilities and teaching opportunities.

Commented [1]: I have a question for us to discuss about how this position relates to the Teaching Pastors, per the proposed org chart.

5 - Oversee and Coordinate Missions Activities

- Evaluate global missions partners annually for continued support.
- Oversee activity with local missions partners.
- Create and recruit missions volunteer teams.
- Oversee missions coordinators and volunteers.

EXPECTATIONS

- Lead with humility, clarity, and a heart for servant leadership.
- Wholeheartedly support and promote the church's beliefs, values and distinctives.
- Build trust with elders, staff and congregation through consistent, compassionate communication and confidentiality.
- Stay adaptable and responsive to the evolving needs of the church and its ministries.
- Ensure staff accountability without fostering a culture of micromanagement.
- Promote joy, excellence, and faithfulness across all areas of church life and staff culture.