



Pastor for Leadership Development and Operations

Overview

An administratively-oriented pastor who develops people, improves processes, solves problems, and spearheads projects. This person will partner with the teaching pastor and other elders to develop leaders and assist with overseeing operations across various ministries—interns and residents, small group leaders, and ministry team leaders. This role overlaps with what is in some contexts identified as an executive pastor.

Responsibilities

Note that the following areas of responsibilities will not all require focused attention at all times. Some of these are seasonal, carried out with schedule rhythms, or as needed.

- *Operations:* Provide oversight to special projects, strategic initiatives, task-forces, or campaigns. Oversight includes planning, delegation, follow-up, and reporting results. Examples may include developing our church planting process, leading a task force, leading the search for a particular staff role, or rebooting a particular ministry.
- *Staff Care:* Administratively assists teaching pastor to cultivate staff health, encourage development, and oversee non-elder staff. This role includes updating and maintaining wise policies and assists with HR administration.
- *Leadership Development:* Assist with administrating internships, residencies, and courses. Develop current and future small group leaders for multiplying and starting new groups.
- *Ministry Team Support:* Assist with providing direction to volunteer ministries and teams to ensure they are informed, supported, and aligned to the church's purpose and values.
- *Communication Oversight:* Work with Administrator and Communications Coordinator to ensure effective and clear communication across the church and ministries. Assist with the oversight and coordination of day-to-day activities within ZF.
- *HR Administration:* Assist the deacons and serve as the staff contact regarding payroll and insurance programs. Assist with the maintenance and development of processes, procedures, and policies for the health of the church. Assist with the process of future staff hires.
- *General Pastoral Responsibilities:* teaching, discipling, counseling as needed and according to gifting.

Key Partnerships

This staff member will be a partner and fellow-worker with other leaders. The following provides a vision for how this role will relate to other key leadership roles.

- *Serve as an elder,* and will often serve as a primary administrative support. He will work closely with the elder convener to maintain consistency with direction and roles, and to move processes and goals along.

- *Partner with the teaching pastor*—collaborating, communicating, and consulting with one another. Both men are accountable to the elders, and they will work closely for the church and leadership's long-range health. The pastor for leadership development and operations mainly focuses on ministry operations and frees the teaching pastor to focus on his areas of strength and responsibility.
- *Coach to staff*, serving as an administrative leader and coming alongside to encourage and develop staff members.

Character and Competencies

This leader will be a humble leader with unique strengths in administration and leadership and who is eager to cultivate a gospel culture. He will match the following characteristics and competencies:

- Fulfill the characteristics of 1 Tim 3:1-7, seeking to display Christ-like character when interacting with members, staff, and guests, and contribute to a gospel-culture of humility and the fruit of the Spirit.
- A warm, healthy, humble presence on a team. Able to cultivate people and teams.
- An administrative leader, good at improving processes, setting up structures, and implementing plans
- A clear communicator in writing, conversations, and group settings. Able to initiate hard conversations with kindness.
- Ability to collaborate with other key leaders to ensure unity and alignment as vision is carried out.
- Maintain healthy friendships and, if applicable, marriage and family relationships.
- A theologically-minded leader. Given the scope of this person's theological influence among leaders, theological training is ideal (an MDiv or equivalent is desired, though it is not required).

If interested in applying or learning more about this position, please contact Drew Hunter (dhunter@zionsvillefellowship.org) and Brad Claretto (brad.claretto@gmail.com).