

Administration Pastor

Position Title: Administration Pastor

Reports To: Executive Pastor

Employment Status: Full-Time, Exempt

Location: Main Church Campus

Position Summary

Provides operational leadership for administrative systems and staff support functions so ministry teams can serve effectively with clarity, compliance, and healthy workflows.

Key Responsibilities

1. Oversee Office operations
2. Lead and administrate administrative and support staff
3. Write and administer policies and procedures
4. Calendar and support governance meetings
5. Serve and support Human Resources processes (as assigned)
6. Advocate and implement workflow improvement
7. Coordinate with finance/facilities.

Qualifications

High integrity; strong organization; systems leadership; discretion.

Work Schedule

Primarily weekdays; occasional weekends.