

ADMINISTRATIVE/ASSOCIATE PASTOR

REPORTS TO: SENIOR PASTOR

EMPLOYMENT STATUS: FULL-TIME

POSITION SUMMARY

The Administrative/Associate Pastor provides leadership and oversight of the church's administrative, operational, and organizational functions. This role supports the Lead Pastor and ministry teams by developing and managing systems, staff, and resources with excellence, integrity, and a servant-hearted pastoral approach, helping to shepherd and enhance the growth of God's people.

KEY RESPONSIBILITIES

- Oversee day-to-day church operations, administrative systems, and ministries
- Design and oversee organizational systems that support seamless ministry and operational excellence
- Develop, implement, and maintain church policies and procedures including but not limited to church communication, facility usage, scheduling, and rentals
- Oversee coordination of church calendars, meetings, and ministry schedules
- Assist in implementing strategic planning and execution of church vision and initiatives
- Help Lead Pastor supervise and develop administrative staff and volunteer leadership
- Help plan, oversee, and implement church programs and events
- Provide pastoral care as needed

PREFERRED QUALIFICATIONS

- A committed and growing relationship with Jesus Christ
- Demonstrated leadership and administrative experience
- Strong operational, organizational, management, and problem-solving skills
- Proven ability to create strong systems that support growth, communication, and unity
- Ability to lead teams and collaborate with staff and volunteers
- Excellent communication and interpersonal skills
- Experience supervising employees
- Adept at creating systems and policies for business or church atmosphere
- Experience utilizing, managing, and overseeing annual budget
- Discretion and confidentiality
- Leadership and team development

WORK EXPECTATIONS

- Flexible schedule, including some evenings and weekends
- Regular participation in church services and life
- Alignment with Pentecostal church doctrine and COGOP leadership philosophy