



An opportunity to experience grace, grow in faith, and make an impact – for where you are.

TITLE OF THE POSITION:	Executive Director/Pastor of Ministry Operations
REPORTS TO:	Lead Pastor
ROLE TYPE:	Full-time, exempt
HOURLY EXPECTATION:	At least 40 hours per week

General Description:

The Executive Director/Pastor of Ministry Operations provides executive leadership, strategic direction, and operational oversight for Chapelstreet Church’s centralized support functions and campus operations. This role ensures the church’s operational systems, financial stewardship, organizational infrastructure, and campus environments effectively support the mission and vision of Chapelstreet Church.

This leader oversees the areas of Finance, Human Resources, Organizational Administration, and Campus Operations. Working closely with the Lead Pastor, Executive Pastors, campus leadership, and ministry teams, the Executive Director/Pastor helps create healthy systems, aligned operations, and scalable organizational structures that enable ministry effectiveness across all campuses.

The Executive Director/Pastor of Ministry Operations serves as a key strategic leader who combines operational excellence, organizational leadership, and spiritual maturity to help advance Chapelstreet’s mission of helping people experience grace, grow in faith, and make an impact.

Primary Responsibilities:

1. Strategic Leadership & Organizational Alignment

- Partners with the Lead Pastor, Executive Pastor, and senior leadership team to execute the mission, vision, and strategic priorities of Chapelstreet Church
- Provides executive leadership and oversight for centralized operational ministries and systems across all campuses
- Develops and implements organizational strategies, systems, and operational improvements that support ministry effectiveness and long-term sustainability
- Helps create alignment, clarity, accountability, and healthy operational rhythms across the organization
- Leads organizational planning initiatives, operational assessments, and continuous improvement efforts.
- Serves as a trusted advisor and collaborative partner to senior leadership and campus teams

2. Finance Leadership & Stewardship

- Provides executive oversight and strategic direction for all financial operations of the church

- Oversees annual budgeting processes, financial reporting, forecasting, cash flow management, and long-range financial planning
- Ensures integrity, transparency, accountability, and strong internal controls in all financial practices
- Oversees contribution processing, payroll systems, investments, debt management, and insurance programs
- Ensures compliance with all accounting standards, tax regulations, legal requirements, and nonprofit financial best practices
- Partners with finance staff and leadership to provide timely financial analysis and recommendations that support strategic decision-making
- Supports stewardship initiatives and organizational financial sustainability

3. Human Resources & Organizational Administration

- Provides oversight and strategic leadership for Human Resources and organizational administration functions
- Supports the development and implementation of healthy HR systems, policies, compensation structures, benefits administration, and staff support processes
- Oversees organizational policies, employee handbook administration, onboarding processes, performance management, and leadership development initiatives
- Supports succession planning, staff development, and organizational effectiveness strategies
- Ensures HR practices comply with legal requirements and organizational standards

4. Campus Operations Leadership

- Provides strategic oversight for campus operations across all Chapelstreet locations
- Ensures campuses are operationally excellent, safe, welcoming, and effectively equipped to support ministry environments
- Leads centralized operational standards while supporting campus contextualization and ministry flexibility
- Partners with campus pastors and operations leaders to maintain alignment, communication, and operational effectiveness

5. Leadership, Collaboration & Communication

- Leads and develops operational staff leaders and teams with clarity, accountability, encouragement, and support
- Fosters a culture of collaboration, trust, innovation, and continuous improvement
- Participates actively in churchwide planning, staff leadership, and strategic decision-making processes
- Communicates organizational priorities, operational updates, and strategic initiatives clearly and effectively
- Builds strong relationships with staff, volunteers, church leadership, and external partners

Qualifications and Attributes:

- A growing and abiding personal relationship with Jesus Christ and commitment to practicing spiritual disciplines

- Agreement with Chapelstreet Church’s statement of faith, mission, vision, and values
- Proven executive leadership experience in church, nonprofit, or organizational operations
- Strong leadership, organizational, strategic planning, and systems management abilities
- Demonstrated success leading teams, managing change, and building healthy organizational culture
- Ability to balance strategic leadership with operational execution and attention to detail
- Strong financial acumen and organizational management experience
- Undergraduate degree required; graduate degree in business, organizational leadership, ministry, or related field preferred
- Minimum of five years of leadership experience in operations, finance, HR, administration, or organizational leadership
- Active membership at Chapelstreet Church, or willingness to pursue membership upon hire
- Highly relational leader who fosters teamwork, collaboration, creativity, and continuous improvement

Cultural Expectations:

Chapelstreet Church is made up of many ministry teams who share our mission to help others experience grace, grow in faith, and make an impact. We want to be “For Where We Are”. We value teamwork, love to work hard together, and have fun!

Willing to Adopt Our Staff Core Values:

- Go to the Park – physical, spiritual, and emotional wellbeing matters
- One Team – we are teammates working towards a common mission and vision
- Trust the Net – we grow by trying new things
- Build Your Bench – we are always developing the next generation of leaders and servants
- Cover Your Bases – we ask who needs to know, what they need to know, and when they need to know

***At Chapelstreet Church, our vision is to
strive in all we do to be a place where people can
experience grace, grow in faith, and make an impact —
for where you are***

Salary Rates: This is a full-time position with a salary range of \$100,000 to \$120,000. Compensation is based on experience, education, and skills. With tenure and performance experience, compensation may exceed the published range.

Benefits: Some of our benefits for our full-time employees include a group health insurance plan with substantial employer contribution to the premium, long-term and short-term disability coverage (when qualified), life insurance, and employee vision and dental coverage. There are nine paid holidays, vacation and sick paid time off, Sacred Solitude days.