

**BROADVIEW MISSIONARY BAPTIST CHURCH**  
**Job Description**  
**Executive Pastor or Chief of Staff & Ministries**

Title: Executive Pastor or Chief of Staff & Ministries  
Position Type: Full Time- Salary (Exempt)  
Reports to: Senior Pastor  
Work Schedule: 40 Hours Per Week -Full Time  
Compensation \$85K - \$110K

**Position Summary:** The Executive Pastor or Chief of Staff & Ministries is a senior leadership position responsible for overseeing the administrative, operational and strategic management (execution and implementation) of the church's ministry, strategic plan, programming, staff, and volunteers. This role ensures that all ministries align with the church's mission and vision, providing leadership, guidance, and support to ministry leaders and staff. This person plays a key role in staff development, organizational effectiveness, and resource management, fostering a culture of collaboration, excellence, and discipleship across all ministry areas.

**Key Responsibilities:**

**1. Leadership and Staff Management:**

- With guidance by the Pastor, oversee, lead, and supervise church staff, including ministry leaders and support personnel.
- Provide regular mentorship, performance evaluations, and development opportunities for staff.
- Oversee the church staff's job structuring and design to ensure it efficiently aligns with BMBC ministry goals, vision, and growth and effectively addresses the church's shifting balance of paid vs volunteer staff.
- Assist in providing leadership in the area of policy formation, goal setting, financial and legal oversight.
- Cultivate a healthy, positive work culture where staff are motivated, supported, and empowered to fulfill their roles.

**2. Ministry Oversight:**

- With guidance by the Pastor, provide additional leadership and support of all ministry programs.
- Collaborate with ministry leaders to ensure ministry programs are effective, engaging, and impactful.
- Review and assess ministry performance regularly, identifying areas for improvement and innovation.
- Ensure that ministries are integrated and cohesive, working together to achieve the church's overall mission.

### **3. Strategic Planning and Vision Execution:**

- Work closely with senior leadership (e.g., Senior Pastor, Executive Committee, and Church Board) to implement and execute the church's strategic plan.
- Ensure that ministry goals align with the church's vision, and that resources and priorities are allocated effectively.
- Participate in long-term planning to ensure sustainable ministry growth and effectiveness.
- Lead the staff and ministries in identifying and integrating annual Key Performance Objectives to align with BMBC annual objectives. Monitor and report on key performance indicators (KPIs) and ministry outcomes.

### **4. Staff & Ministry Leader Development and Training:**

- Develop a comprehensive training and professional development program for ministry staff and volunteer leaders.
- Equip ministry leaders with the skills and resources necessary to lead their teams effectively.
- Foster a culture of leadership development through mentoring, coaching, and ongoing education.
- Organize regular staff and leadership retreats, workshops, and conferences for growth.

### **5. Financial Management and Resource Allocation:**

- Work with the Pastor, Finance Team, Business Manager to develop and manage ministry budgets.
- Ensure responsible stewardship of church finances, including managing resource allocation for various ministries.
- Monitor spending, review ministry budgets, and ensure alignment with the overall church budget and strategic priorities.
- Seek opportunities for additional revenue sources, partnerships, or grants to support ministry initiatives.

### **6. Volunteer Engagement and Development:**

- Oversee volunteer recruitment, training, and retention across all ministries.
- Create strategies for engaging and equipping volunteers to serve effectively within ministries.
- Cultivate a culture of service and volunteerism within the congregation, encouraging active participation in ministry efforts.
- Ensure effective communication between staff and volunteers to maintain a cohesive ministry environment.

### **7. Communication and Coordination:**

- Serve as a primary point of contact for ministry leaders and staff, ensuring effective communication across all levels.
- Provide appropriate updates and reports to senior leadership and the congregation on ministry performance, goals, and progress.

- Coordinate ministry events, initiatives, and activities to ensure alignment with the church's mission and calendar.

**8. Crisis Management and Problem Solving:**

- Assist with leading or managing any crises that may arise within ministries or the church staff, providing direction, support, and resolution.
- Address conflicts or issues within ministries and work to resolve them in a manner consistent with biblical principles.
- Ensure the well-being and health of staff members, providing support during difficult or high-pressure situations.

**Qualifications:**

- Bachelor's degree in ministry, leadership, theology, business administration, or a related field (Master's degree preferred).
- At least 5-7 years of experience in church leadership, ministry oversight, or senior staff management.
- Proven track record of successful staff management and leadership within a church or non-profit environment.
- Strong interpersonal and relational skills, with the ability to lead, inspire, and develop teams.
- Excellent communication, organizational, and problem-solving skills.
- A deep personal faith in Jesus Christ and alignment with the values and mission of the church.
- Experience in budget management, strategic planning, and resource allocation.
- Demonstrated ability to manage multiple priorities, adapt to change, and handle complex issues with discretion.

**Work Environment:**

- Full-time position, with evenings and weekends required for church events and meetings.
- Office-based work with active involvement in ministry activities, meetings, and events.

**Reports to:** Senior Pastor

**Compensation:** \$85K - \$110K