

Position Description

Operations Pastor

Southbrook Church – Franklin, WI

Overview

Southbrook Church exists to help people connect and grow with God. Our core values are to grow spiritually, serve graciously, and live generously.

The Pastor of Operations provides leadership to the operational ministries of the church, ensuring that financial, facility, technology, and communication systems effectively support the mission. As a member of the pastoral team, this role combines spiritual leadership with organizational oversight, equipping both staff and volunteers to serve with excellence.

This is a full-time position that reports directly to the Executive Pastor.

Key Responsibilities

1. Pastoral & Spiritual Leadership

- Model a growing Christian faith through personal discipleship, prayer, and stewardship.
- Provide spiritual encouragement and pastoral care to staff and volunteers under direct supervision.
- Participate in preaching, teaching, or officiating as requested by the Lead or Executive Pastor.
- Lead by example in living out Southbrook's mission and values.

2. Staff & Volunteer Leadership

- Directly supervise the Communications Director, Production & Technology Director, Facilities Director, and staff Accountant.
- Provide coaching, mentoring, and annual reviews for all direct reports.
- Oversee volunteer systems related to facilities, technology, and communications, ensuring healthy recruitment, training, and retention.
- Foster a culture of teamwork, accountability, and excellence among staff and volunteers.

3. Financial Leadership

- Oversee and support budgeting and financial planning for all ministry areas, collaborating with ministry leaders to ensure alignment with Southbrook's overall financial strategy.
- Collaborate with the Treasurer to oversee the Accountant and ensure proper reporting to the elders and congregation.
- Approve expenditures within established guidelines.
- Monitor and report on financial health, ensuring stewardship of church resources.

4. Facilities & Risk Management

- Supervise the Facilities Director in scheduling, maintenance, and volunteer coordination.
- Oversee property, casualty, and liability insurance coverage.
- Develop and enforce building use policies and procedures.
- Ensure compliance with safety, security, and legal requirements.
- Oversee volunteer systems related to safety.
- Maintain a fixed asset inventory and plan for replacement/renovation needs.

5. Technology & Communications

- Provide oversight for IT systems, data security, and church management software.
- Supervise Production & Technology Director in ensuring quality Sunday services and special events.
- Supervise Communications Director in maintaining a comprehensive communications plan (website, social media, graphics, print, style guide, etc.).
- Stay informed on best practices and trends in church technology and communication.

6. Strategic Leadership & Collaboration

- Lead the weekly Operations Team meeting for coordination across departments.
- Participate in weekly staff meetings, elder reports, and occasional offsite retreats.
- Contribute to long-term strategic planning, including facility expansion or capital campaigns.
- Build relationships with local churches and organizations that align with Southbrook's mission and values.

7. Other Duties

- Develop and pursue a plan for ongoing professional development.
- Perform other duties as assigned by the Executive Pastor.

Qualifications

- A growing follower of Jesus Christ with proven character and integrity.
- Agreement with Southbrook's doctrinal commitments, mission, and values.
- Bachelor's degree in business, ministry, or related field required (Master's degree preferred).
- Minimum 5 years of leadership/management experience in church, nonprofit, or business setting.
- Demonstrated ability to lead staff and volunteers, manage budgets, and oversee complex projects.
- Strong interpersonal, communication, and conflict-resolution skills.
- Proficiency in Microsoft Office and general IT systems; familiarity with production and communications technology.
- Ordination or ministry licensing preferred.

Measures of Success

- Operational ministries (finance, facilities, IT, production, communications) run smoothly, efficiently, and in alignment with the church's mission.
- Staff and volunteers feel spiritually supported, equipped, and valued.
- Financial systems demonstrate accuracy, transparency, and stewardship.
- Facilities and technology are reliable, safe, and missionally effective.
- Communications are clear, consistent, and engaging across all platforms.
- Positive feedback from Executive Pastor, staff, and elders on leadership and collaboration.

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