

ADMINISTRATIVE PASTOR

Bartlett Location

The Village Church of Bartlett is searching for an Administrative Pastor to oversee and implement the infrastructure of human resources, church staff, care ministries and our annual budgeting needs.

MINISTRY DESCRIPTION

- Oversee and implement the necessary policies and procedures for human resources, lead all staff meetings and annual church meetings, oversee the care ministries and assist the deacons in all care ministries, and work with the staff and elders to create an annual budget, and leadership development.
- The Village Church Administrative Pastor needs to execute our mission of making disciples of Jesus who go, grow, and overcome. The primary responsibility is to develop and lead a collaborative and team building culture at the Village Church. This position will require a dual emphasis on shepherding people and digital strategy for discipleship.
- To be successful at VCIL, staff must be experienced and fruitful in...
 - **Leadership:** shepherding and caring for leaders, leading and managing teams, recruiting and leading volunteers, leading and releasing staff and ministry directors
 - **Discipleship:** passionate about making disciples, especially through the ministries you oversee
 - **Communication:** gifted communicator, comfortable in front of people, able to helpfully communicate the Bible
- Though this person will not be an elder at the Village Church, the Administrative Pastor should be competent and qualified to be an Elder at the Village Church of Bartlett as described in 1 Timothy 3 and Titus 1. The Administrative Pastor must fit into the Village Church staff culture and uphold our staff leadership values.

QUALIFICATIONS

- Possess a M.A. or Bachelors in business field or M.Div. preferably in ministry/theology
- Minimum 10 years experience in business or ministry administration
- Strong emotional quotient of self-awareness, empathy toward others, and open to direction and guidance
- Confidence this could be a long-term job
- Digitally competent
- Able to manage projects and provide group training
- Excellent writing skills and communication
- Able to manage and mediate conflict
- Competent, light-hearted, and self-led
- Competent in financial software, Google Suite, and Apple Suite
- Lay elder or pastoral experience preferred
- Preaching/teaching skills in the pulpit preferred

RESPONSIBILITIES

- Oversee the office and office manager including; human resources, hiring, onboarding, dismissals
- Manage the church systems including their development, implementation and reinforcement
- Oversee and monitor the church finances, the budget development process in collaboration with the Lead pastor, and all financial reporting.
- Serve as a member of the Bartlett Core Leadership Team (CLT)
- Develop and create monthly financial, leadership, and systems reports for CLT, Elders, and Directional Team
- Lead All-Staff and Congregational meetings
- Oversee development of prospective elders, deacons, leaders, and ministry directors
- Oversee Leader Tracks Training
- Oversee and manage the tracking and leadership training of staff
- Join the preaching prep team and preach as needed if qualified
- Teach and train via Village Church digital initiatives as needed
- Provide shepherding and pastoral care of Village Church of Bartlett members and those attending
- Create digital discipleship content as requested and needed

To apply for this position, please complete the [Employment Inquiry form at vcob.org/employment](https://vcob.org/employment).