



## **POSITION SUMMARY**

Bethany Bible Church of Phoenix, Arizona is seeking an experienced, effective ministry leader who will partner with our Senior Pastor to champion the vision of Bethany Bible Church as the Chief Operations Officer. They will do this by leading processes of strategic planning, goal setting, and ministry planning – while ensuring organizational alignment with, and effective execution toward, organizational goals. They will lead the church staff and execute strategies that move the congregation toward greater fulfillment of its mission.

## **ESSENTIAL FUNCTIONS**

### **Operational Leadership**

The XP oversees the leadership of day-to-day operations ensuring legal, effective, and efficient stewardship of the finance, facilities, human resources, information technology, and administrative assets of BBC. They will be responsible for the development and reporting of the most significant metrics to ensure organizational accountability and continued growth.

### **Staff Leadership & Development**

Working in partnership with the Senior Pastor, the XP will both build and develop a staff team that is suited to the most strategic opportunities and effectively organized to execute, achieve, and work collaboratively. This partnership will include recruiting, hiring, staff meetings, development and oversight. The XP will be responsible for leading and shepherding the staff, to include staff transitions.

### **Ministry Architecture**

Working in close partnership with the Senior Pastor, and beginning with the existing structures of BBC, the XP is the primary architect of ministry structures, systems, and staffing to fulfill the directional vision with increasing effectiveness.

### **Elder Board Participation**

The XP participates with the Elder Board and other leadership teams as directed by the Senior Pastor.

### **General Pastoral Responsibilities**

Based upon gifting and aptitude, this position may include a specific leadership component (e.g. Preaching associate, global ministries, etc...)

## **QUALIFICATIONS**

The XP shall carry out their duties and responsibilities within the bounds of the BBC Bylaws, policies, and under authority of and ultimate accountability to the Board of Elders. He serves under the leadership and supervision of the Senior Pastor. Unless otherwise specified, he is the supervisor directly or by delegation of all Pastors, Ministry Directors, and those working within those departments.

The XP has exemplary Christian character including a vibrant, personal relationship with Jesus Christ and a proven record of integrity in their personal and family life, interpersonal relationships, and local church life.

### **MINIMUM QUALIFICATIONS**

- Education and training (earned degrees and other credentials) that has equipped them for the duties of this role
- Four years of full-time experience in an upper level leadership role in a church leading leaders and teams focused on business operations and staff management
- Experience in a large, established church (over 1000 in congregation) with an ability to decode congregational DNA
- Demonstrated spiritual maturity and character consistent with the Biblical requirements for church leadership
- Clear understanding of “church culture” and the ability to differentiate between “church world” and “business world”
- Experience in recruiting, hiring, developing, correcting and transitioning staff
- Ordination or eligibility for licensure at Bethany Bible Church
- Strategic in nature with the ability to envision, develop systems and processes, implement and drive projects and strategies through to completion
- Budget development and management, facility and operational management
- Self-motivated, self-directed, requiring minimal supervision with a strong personal drive with exemplary work ethic
- Effective communication skills, both written and verbal
- Teamwork orientation demonstrating strength to recruit, develop and motivate others in a manner consistent with establishing and maintaining effective working relationships
- Agrees and aligns with the vision, historic and aspirational values, and doctrinal statement of Bethany Bible Church