**Pastor of Ministry & Operations**
**Full-time**
**North City Church**
**Indianapolis, Indiana**

North City Church Pastor of Ministry & Operations (Full-Time)

NCC Mission:

At North City Church in Indianapolis, Indiana, our mission extends beyond our walls to bring wholeness to people and places, echoing Jesus' transformative love throughout the city.

Location: North City Church, 7301 Georgetown Rd #150, Indianapolis, IN 46268

Position Overview

The Pastor of Ministry & Operations at North City Church (NCC) will serve as the primary leadership partner to the Lead Pastor and will provide oversight for the church's staff, ministries, operations, and organizational systems. As NCC continues to grow, the Pastor of Ministry & Operations will help ensure that the church's people, ministries, resources, and systems remain aligned with its mission and vision. This role will translate the vision and direction established by the Lead Pastor and Elder Team into clear priorities, effective systems, healthy teams, and consistent execution.

The Pastor of Ministry & Operations will provide leadership across the organization while working collaboratively with the Lead Pastor, Elder Team, staff, deacons, ministry leaders, contractors, and volunteers. The Pastor of Ministry & Operations will help create clarity around responsibilities, establish healthy accountability, develop leaders, and ensure that the church is equipped to grow sustainably. This position combines pastoral leadership, organizational leadership, strategic planning, staff development, and operational oversight. The ideal candidate will be a spiritually mature leader who can move comfortably between big-picture vision and practical execution.

Key Responsibilities

Leadership & Partnership with the Lead Pastor

• Serve as the primary leadership partner and organizational counterpart to the Lead Pastor.
• Help translate the vision, priorities, and direction of the Lead Pastor and Elder Team into actionable plans and measurable outcomes.
• Provide counsel and leadership to the Lead Pastor regarding organizational health, staffing, ministry alignment, operations, and strategic priorities.
• Help establish and maintain church-wide priorities and ensure that staff and ministry leaders understand how their work contributes to the mission of North City Church.
• Represent the Lead Pastor in appropriate meetings and conversations when delegated.
• Lead church-wide initiatives and special projects as assigned by the Lead Pastor or Elder Team.
• Help ensure that decisions made by church leadership are effectively communicated and implemented.
Staff & Ministry Leadership

• Provide leadership, supervision, coaching, and accountability for church staff in partnership with the Lead Pastor, establishing clear roles, expectations, goals, and performance standards.
• Foster a healthy staff culture rooted in trust, humility, accountability, collaboration, excellence, and servant leadership, with consistent rhythms for communication, planning, and goal setting.
• Participate in staff recruitment, hiring, onboarding, performance management, professional development, and succession planning, while monitoring staff capacity and workload to support sustainable ministry.
• Address organizational and interpersonal challenges promptly, wisely, and pastorally, strengthening communication, teamwork, and organizational health.
• Provide leadership and coordination across ministry areas, partnering with ministry leaders to establish goals, priorities, volunteer structures, and ministry plans aligned with North City Church's mission, vision, theology, values, and strategic priorities.
• Strengthen collaboration across ministries, reduce unnecessary silos, and identify opportunities to improve ministry effectiveness and leadership development.
• Develop healthy systems for identifying, equipping, and multiplying ministry leaders and volunteer teams, creating sustainable leadership pipelines throughout the church.

Strategic Planning & Church Growth

• Lead the development and implementation of short- and long-term organizational plans in partnership with the Lead Pastor and Elder Team.
• Establish appropriate goals, timelines, ownership, and accountability for church-wide initiatives.
• Monitor progress toward strategic priorities and provide regular updates to the Lead Pastor and Elder Team.
• Evaluate organizational structures and make recommendations as North City Church continues to grow.
• Identify gaps in staffing, systems, facilities, technology, and ministry capacity.
• Help North City Church develop sustainable systems that support continued growth without sacrificing relational and spiritual health.
• Lead organizational change and transitions with clarity, wisdom, and care.

Organizational Oversight

• Provide overall leadership and oversight of the church's day-to-day operations, administration, facilities, technology, events, and organizational systems, ensuring they effectively support the church's mission and ministry.
• Provide direction, priorities, and accountability for the Operations & Administrative Coordinator and ensure operational responsibilities have clear ownership and follow-through.
• Develop and maintain systems, processes, and procedures that strengthen organizational efficiency, coordination, and accountability.
• Oversee relationships with key contractors, vendors, and service providers, as well as the operational planning and execution of Sunday services, church-wide gatherings, events, and major initiatives.
• Partner with the Lead Pastor, Finance Deacon, and Elder Team in the faithful stewardship of church resources, including development and monitoring of the annual budget, spending, and resource allocation.
• Partner with ministry leaders and the Finance Deacon on financial reporting, controls, policies, and accountability, ensuring resources are used responsibly and consistently with approved priorities.
• Participate in significant financial, staffing, facility, and resource-allocation decisions, fostering a culture of stewardship, transparency, accountability, and operational excellence.

Operations, Facilities, Communication & Special Projects

• Provide organizational leadership and oversight for church facilities, safety, risk management, internal communication, and major church-wide initiatives.
• Ensure the church maintains a safe, clean, welcoming, functional, and well-maintained environment, overseeing facility maintenance, vendors, contractors, service agreements, emergency procedures, and future space needs.
• Ensure appropriate insurance, legal, safety, compliance, and risk-management requirements are addressed, engaging outside professionals, counsel, vendors, or consultants as needed.
• Establish healthy church-wide communication and coordination rhythms, ensuring important organizational information, ministry calendars, events, and priorities are communicated clearly, consistently, and in a timely manner.
• Create clarity around roles, responsibilities, communication channels, and accountability across staff, ministry leaders, deacons, and volunteers, fostering a culture of proactive communication and collaboration.
• Lead major initiatives and special projects as assigned by the Lead Pastor and Elder Team, including building initiatives, capital campaigns, strategic partnerships, organizational transitions, and church-wide programs.
• Establish goals, timelines, responsibilities, and accountability for major initiatives; coordinate staff, volunteers, vendors, and other stakeholders; and communicate progress, challenges, risks, and recommendations to church leadership.

Pastoral Leadership & Congregational Care

• Provide pastoral leadership and care to staff, ministry leaders, and members of the congregation as appropriate.
• Participate in worship services, baptisms, membership processes, church-wide gatherings, and other pastoral responsibilities.
• Support the Lead Pastor and Elder Team in shepherding the congregation.
• Help cultivate a healthy church culture marked by discipleship, community, generosity, service, and mission.
• Demonstrate pastoral wisdom and care when navigating organizational change, conflict, or difficult circumstances.

Qualifications

Education & Experience

• Bachelor’s degree in ministry, theology, business administration, nonprofit leadership, organizational leadership, or a related field required.
• Master’s degree in theology, ministry, leadership, organizational management, or a related field preferred.
• At least five years of relevant leadership experience in a church, nonprofit, or comparable organization, including at least three years directly supervising staff or leading multiple ministry teams.
• Meets the biblical qualifications for pastoral and elder leadership in 1 Timothy 3:1–7 and Titus 1:5–9, affirms North City Church’s doctrine, and is prepared for ordination upon appointment following assessment by the Elder Team.
• Demonstrated local-church experience in leading, discipleship, and teaching, supported by sound biblical and theological preparation.
• Proven effectiveness in developing leaders, supervising teams, building organizational systems, managing budgets, and carrying strategic initiatives through completion.

• Demonstrated initiative, sound judgment, and consistent follow-through, verified by references who can affirm effectiveness without continual direction.

Skills, Abilities & Personal Qualities

• A passionate follower of Christ with a mature, growing faith and a strong commitment to the mission and vision of North City Church; must become and remain a member in good standing.
• Demonstrates pastoral and organizational leadership, with the ability to translate vision into practical strategy, execution, and measurable results.
• Strong communication, interpersonal, conflict-resolution, and relationship-building skills, with the ability to build trust across staff, ministry leaders, volunteers, and the congregation.
• Demonstrates servant-hearted leadership, humility, emotional and relational maturity, integrity, wisdom, discernment, and discretion.
• Strong organizational and project-management skills, with the ability to establish clear accountability while leading with grace and care.
• A strategic thinker and practical executor who can lead effectively through ambiguity, change, complexity, and organizational growth.
• A builder of people, teams, leaders, and healthy organizational culture, committed to developing others and fostering shared leadership.
• Proficient with church management software and common office/productivity tools.

Work Schedule - This is a full-time, flexible/hybrid role totaling approximately 40+ hours weekly. Weekly schedules will vary depending upon ministry, pastoral, and church-wide needs. Sundays are required, along with occasional evenings and weekends for church events and ministry responsibilities.

Reports To: NCC Lead Pastor

To apply for this job, please apply at https://justchurchjobs.com/job/7448/pastor-of-ministry-operations