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Chief Operating Officer (Equipping Pastor)

General Description

The Chief Operating Officer serves under the Senior Pastor and is responsible for the overall leadership and direction of church operations including managing all staff and leading all functional areas in the accomplishment of the church's mission. Specifically, this person is responsible for overseeing the financial operations (including budget management, accounting, and vendor payment), human resource functions, and daily operations. The Chief Operating Officer will play a senior role in helping to execute the strategic vision of the Senior Pastor and Elders.

Essential Job Functions

1. Support the Senior Pastor in the accomplishment of the church's mission through strategic evaluation of the effectiveness of the various ministries within the church; and providing senior level input and discernment as it relates to high level decision making, planning and overall direction of the church staff.
2. Equip the volunteer ministry leadership of the church to fulfill the work of the ministry. Rather than doing the work of the ministry, this person will equip others in the church to get the work done.
3. Ensure the operational readiness of the church through leadership and oversight of the support staff performing duties in administration, finance, human resources, supply, and facilities management.
4. Facilitate the annual strategic planning process including evaluation of ministry performance; review of mission, vision, and core values; development of key objectives and tactics; and establishment of short-term and multi-year year goals.
5. Responsible for the maintenance and establishment of church partnerships with external organizations.
6. Establish and maintain a set of key performance measures (KPMs) that provide the Senior Pastor and church staff with ongoing visibility of the effectiveness of all functional areas of the church.
7. Perform other duties as assigned by Senior Pastor.

Education and Experience

This position requires a minimum of 10 years of experience as a ministry or organizational leader serving in an administrative capacity. Possession of a Bachelor's Degree in Business, Public Administration or other related field is required. Master's or Post Baccalaureate work in Biblical studies is a plus. The successful individual must have a proven track record of effective leadership, judgment, and be above reproach character. Additionally, the person in this role must show evidence of a consistent, faithful walk with Jesus Christ and must be a member of a local body. Once an offer of employment is made, this person must become a member of Progressive Baptist Church within 3 months of starting the position.

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