



Ministry Position: Executive Pastor/Director of Operations

Position Overview:

Steele Heights Baptist Church is an intercultural, intergenerational faith community dedicated to sharing the love of Christ with the North East Edmonton community through discipleship, worship, service, and fellowship. The church has an average Sunday in-person worship attendance of 450+ people. The church is seeking a highly organized, experienced, and strategic Executive Pastor (or Director of Operations) to oversee the daily operations of our church and its ministries. This role is ideal for an individual with a strong background in administration, human resources, and project management who can lead with clarity and accountability. While a pastoral background is an asset, administrative leadership and operational execution are the priority.

This individual will play a vital role in ensuring our systems, staff, and resources are aligned for effective ministry. The position involves leading church operations, managing staff, ensuring compliance, enforcing policies, maintaining the budget, and contributing to strategic planning.

The Key Responsibilities of the Executive Pastor/Director of Operations include, but are not limited to:

- **Human Resources & Staff Oversight:**
 - Lead HR functions, including hiring, onboarding, evaluations, performance reviews, and accountability
 - Maintain and enforce church policies, ensuring legal compliance (OH&S, employment law, etc.).
 - Serve as the primary HR contact for a staff of over 50, which includes the Church Early Learning Center (ELCC) staff.
 - Handle conflict resolution, time tracking, and staffing needs during peak periods.
- **Administrative Leadership**
 - Oversee and streamline administrative operations, including the church calendar.
 - Support Pastoral Staff by overseeing the office admin, bookkeeper, facilities & janitorial, ELCC Director, and other support staff positions.

- Provide leadership in organizing church-wide events (weddings, funerals, ministry fairs, etc.)
 - Coordinate facility maintenance, including scheduling seasonal tasks and lifecycle planning for building infrastructure.
 - Oversee the budget and other financial reports, including operational, facility, and administrative budgets.
 - **Strategic Planning & Execution**
 - Collaborate with senior leadership to implement strategic initiatives.
 - Support staff with timelines, project execution, and cross-ministry collaboration.
 - Proactively identify and resolve operational challenges.
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Desired Qualifications:

- A high school diploma is required, and an undergraduate degree in business and/or theology is preferable.
 - Proven leadership experience in managing teams and church operations.
 - Strong background in administration and HR (formal HR training or experience is an asset).
 - Experience in strategic planning and project management.
 - Ability to set clear timelines and follow through on execution.
 - Familiarity with church environments or nonprofit structures.
 - Strong interpersonal and communication skills.
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Work Structure & Expectations:

- The position is a full-time role (40 hours per week).
- Will report directly to the Lead Pastor and collaborate closely with other pastoral and administrative staff.

Terms of Employment: Permanent, 40 hours per week. The position will begin on September 3, 2025. (Start date is negotiable).

Rate of Pay: Competitive salary and benefit package.

How to Apply: Email your resume and cover letter to office@shbc.ca by July 31, 2025, the closing date.
