

Friendship Baptist Church Chief of Staff Job Announcement

The Friendship Baptist Church (FBC) is the largest predominately African American church in North Orange County, California. FBC recently celebrated a *legacy of 57 years in ministry* and currently serves the needs of an active membership with over **2500 worshippers**. Through the support of these active members, FBC has over 50 *spirit-filled* volunteer ministries that offer events year-round for Youth, Adults, and Senior Citizens, on campus and in various external outreach service capacities. The church campus grounds encompass a worship sanctuary, multi-purpose facility, educational center, and a pantry that distributes food/clothing to those in the surrounding community who are in need. All facilities are located on one property of approximately eight acres, with plans for **continued growth and expansion**. To facilitate this process, we are seeking to hire a Chief of Staff.

Chief of Staff Job Summary:

The role of the Chief of Staff (COS) is to drive the collective effectiveness of the Church leadership and its numerous ministries. Additionally, the COS is charged with ensuring the alignment of ministry and business operations with the overall vision and strategic direction of the Church. The Chief of Staff serves as the right-hand of the Senior Pastor and oversees the day-to-day business and ministry operations of the Friendship Baptist Church.

Essential Job Functions:

- Assist in the development and ensure implementation of the strategic plan.
- Ensure the organizational structure aligns with the staff's tactical plan.
- Identify needed processes and procedures to improve the effectiveness and efficiency of the staff.
- Act as the primary administrative contact with the church leadership. Interact with FBC ministry directors, volunteers, and church members.
- Demonstrate a deep commitment to the growth and protection of the FBC. Additionally, have a passion and commitment to building a cross-generational and multi-cultural church.

Operate as a shepherd leader who thrives in a second-in-command position. One who can generate, contribute to and maintain good team chemistry in an environment of constant change. A strong manager, team builder, and staff developer.

** Please refer to the complete Chief of Staff Job Description at: <https://wearefriendship.church/chiefstaff>

Education Requirements: Master's degree in a ministry-related area, such as an M.Div. Three to 5+ years of successful business development, organizational strategy, and executive management experience in the for-profit or non-profit sector. Must be an ordained minister who can assist in conducting other pastoral duties as directed by the Senior Pastor.

Experience Requirements: Experience with strategic planning development. Demonstrates excellent oral and written communication skills. Proficient with Microsoft Office Suite, Database systems, and internet software. Excellent organizational skills. Strong analytical abilities. Creative and innovative thinking when addressing problem resolutions. Have a mature & aligned walk with Christ.

Salary and Benefits: Salary range is \$70,000 -- \$80,000; Health Insurance, Retirement Savings Plan, Moving Assistance, Housing Allowance, and Selected Training Expenses.

To apply for this position - Submit your Resume, Cover Letter, and three references to:

Hire@wearefriendship.church Position open: June 28, 2021 --- Close date: July 30, 2021.

Friendship Baptist Church Website: www.wearefriendship.church

Friendship Baptist Church is an equal opportunity employer committed to the strength of a diverse workforce.