



DIRECTOR OF SUPPORT MINISTRIES

Full-Time

This position contributes to the mission of Oak Hills Church (OHC) to be disciples who make disciples by guiding all people to follow Jesus moment by moment. The staff member is responsible for providing strategic leadership and oversight of the Support Ministries staff, ensuring that the church's systems, practices, and policies accurately reflect Christ and effectively support OHC ministries. Support Ministries includes Human Resources, Finance, Operations, and Information Technology. Coordinates assigned activities with other ministry departments and provides highly complex administrative support to the Executive Minister and Lead Minister. Exercises direct supervision over multidepartment staff.

DEPARTMENT

Support Ministries

REPORTS TO

Executive Minister

DIRECT REPORTS

Director of Human Resources, Director of Finance, Director of Operations, Director of Information Technology, and Ministry Assistant

WORK WEEK

Monday – Friday

HOURS PER WEEK

40+

FLSA

Exempt

JOB CLASS

Executive

MINISTER DESIGNATION

Optional

DRIVING REQUIRED

No

PRIMARY DUTIES AND RESPONSIBILITIES

1. Provides strategic, catalytic, and relational leadership to OHC staff prioritizing the values of Christlikeness, leadership development, and kingdom impact.
2. Inspires, supervises, develops, equips, empowers, and cares for the Support Ministry Team. Leads teams in creating ministry plans ensuring they support and align with the prioritized mission, vision, values, and goals of OHC.
3. Serves and participates in the Leadership Team and assists the Executive Minister and Lead Minister with the development, planning, and implementation of church-wide staff committees or special projects as needed.
4. Oversees the Support Ministry areas and responsibilities for Human Resources, Finance, Operations, and Information Technology. May manage a specific administrative-related ministry based on area of expertise and experience.
5. Conducts reviews and analysis of existing organization, management structures, and processes. Monitors and evaluates efficiency and effectiveness, identifies opportunities for improvement; and directs the implementation of changes.
6. Oversees and maintains policies and procedures. Ensures compliance with regulatory and accreditation requirements including documentation and records maintenance.
7. Develops and monitors annual action plans for areas of responsibility.
8. Interviews, selects, motivates, and evaluates staff; provides or coordinates training; coaches and works with employees to correct deficiencies; and, if needed, implements and administers disciplinary and termination procedures.
9. Manages and oversees the development and administration of the budget, monitors and approves expenditures, and recommends adjustments as needed.
10. Attends and participates in departmental, All-Staff, and Leadership Team meetings. May attend Elder meetings as needed.
11. Engages actively and visibly in prioritized OHC ministry initiatives.
12. Assists with pastoral and ministerial duties including pastoral counseling, officiating weddings and funerals, hospital visits, baptisms, and prayer.
13. Other duties and responsibilities as assigned.



DIRECTOR OF SUPPORT MINISTRIES

Full-Time

OHC STAFF EXPECTATIONS

1. Active relationship with Jesus Christ sustained through the practice of personal spiritual disciplines.
2. Embodies Christlikeness and leads with humility, character, and love.
3. Demonstrates commitment to unity and willingness to work in a collaborative team environment.
4. Personally engaged with OHC's mission and vision.
5. Supportive of OHC's beliefs, values, discipleship commitments, and distinctives.
6. Consistently models the Staff Values.
7. Attends Membership Class and becomes a member within three (3) months of employment.

MINIMUM QUALIFICATIONS

1. Bachelor's degree from an accredited college or university.
2. Three (3) years of executive-level experience in Business Administration, Human Resources, Accounting, or related field to include two years of direct supervisory responsibilities and multi-department oversight. Church or nonprofit experience preferred.
3. Experience can substitute for education.

PERSONAL CHARACTERISTICS

1. Leads people and accomplishes projects with a discipleship mindset. Dedicated executor and implementor. Collaborative, confident, and humble.
2. Growth-oriented and servant hearted mindset. Naturally galvanizes and motivates others. Authentically inspiring.
3. High relational and emotional intelligence.
4. A leader of leaders. Connects well with emerging generation leaders.
5. Empowers staff and volunteers. Able to hold grace, truth, and accountability together.
6. Brings a healthy sense of humor.
7. Handles hard conversations with clarity and compassion. Demonstrates care, consistency, and follow-through.

KNOWLEDGE AND ABILITIES

1. Knowledge of organizational and management practices as applied to the analysis and evaluations of programs, policies and operational needs.
2. Knowledge of principles of supervision, training and performance management.
3. Knowledge of pertinent Federal, State, and local laws.
4. Knowledge of human resources, finance and operations administration.
5. Knowledge of statistical analysis methods and concepts.
6. Knowledge of advanced principles and practices of budget preparation and administration.
7. Knowledge of computer office applications and equipment.
8. Knowledge of English grammar and vocabulary.
9. Ability to develop, implements, and administer goals, objectives, and procedures for providing effective and efficient services for the church.
10. Ability to work independently with limited supervision.
11. Ability to use computers and a variety of software applications.
12. Ability to conduct research studies and prepare detailed and accurate reports.
13. Ability to identify and analyze problems, provide alternatives, identify solutions in support of established goals and implement recommendations.
14. Ability to communicate clearly and effectively through both verbal and written means.
15. Ability to establish and maintain effective working relationships with staff, members, and ministry volunteers.
16. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.

PHYSICAL REQUIREMENT AND WORKING CONDITIONS

Occasional lifting/carrying up to 10 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

CREATED: APRIL 2026