

Position Title: Central Support Director

Reports to: Executive Pastor

Effective Date: November 2025

Status: Full-Time

Position Summary:

Lead the Central Support team in providing support to all areas of ministry. Provide strategic leadership as Providence expands to multiple locations. Provide HR and Project Management as Providence grows. Lead people to grow in their faith, hope, and love for Jesus.

Position Responsibilities:

- Lead the Central Support Team in providing support to help the church and staff focus on their relationship with God and people. Consistently exhibit the core values of the Central Support Team.
- Oversee and shepherd the Central Support staff and other staff directors/pastors focusing on personal and professional development and ministry effectiveness.
- Build out, analyze, and adjust as needed the Central Support structure and financial model for Prov North and other churches in the future. Evaluate strategic needs and staffing for optimal effectiveness in ministry.
- Lead HR functions including:
 - Staff compensation structure and employee benefits. Ensure compliance with all laws and regulations.
 - Work with the Exec Pastor to maintain and strengthen a healthy staff culture.
 - Develop, lead, and document candidate sourcing, recruitment, interviewing, and hiring practices. Assist hiring managers in walking through the process.
- Lead projects to implement new technologies, systems, and facility improvements/additions that support ministry growth and health. Lead the team in troubleshooting any issues that come up.
- Effectively manage facility outside rentals while overseeing the facility rental coordinator.
- Work with the Accounting and HR Manager to support annual financial audits and reviews while also making ongoing adjustments and decisions around our chart of accounts and accounting practices. Ensure compliance with all applicable laws and regulations.
 - Maintain healthy financial controls and consistent and clear reporting.
 - Quarterly analysis and forecasting.
- Recruit, develop, and oversee volunteers to support various projects and ongoing initiatives.
- Lead the Central Support team meetings and ongoing gatherings.
- Work with our attorney for any legal needs while also ensuring any annual reports are completed. Manage contracts associated with Leadr, Pushpay, and various other vendors.
- Assist in ProvHouse oversight and other Prov ventures including West Chester Outdoor Advertising
- Attend all Prov staff meetings and retreats.

- Meet one on one with the Exec Pastor bi-weekly for personal and ministry development and coaching.
- Grow as a disciple of Jesus through ongoing spiritual formation practices, life group engagement, and mentorship.

Essential Skills and Experience:

- Bachelor's degree required. Non-profit management or MBA and ministry degree preferred.
- 5-7 years of leadership experience in ministry, business, or non-profit.
- Clear testimony and ongoing spiritual growth.
- Full agreement with Providence Doctrinal Summary, Mission, and Vision.
- Excellent communication and teamwork skills.
- An ability to shepherd and care for people.
- Knowledge of nonprofit/church accounting and HR principles and laws.
- Ability to take initiative and manage multiple projects well.
- An emotionally healthy lifestyle.

Desirable Gifts, Qualities, Skills:

- Spiritual Gifts: Leadership, Shepherding, Administration
- Strategic Thinking and Planning
- Project Management
- Passion for Christ and equipping the local church for Kingdom service
- Compassionate, relational, approachable, team player/builder
- Able to effectively recruit, train, and manage paid and volunteer staff
- Adaptability and a learning mindset