

ADMINISTRATIVE PASTOR

Reports to: Elder Board

Status: Full-time

PURPOSE

The Administrative Pastor reports directly to the Elder Board, and provides strategic leadership and operational oversight for staff, systems, financial management, and facilities. In consultation with the Elders, Discipleship Pastor and Teaching Pastors, this individual develops and drives the organizational strategy necessary to effectively pursue the church's vision. This individual ensures alignment of church vision, people, and processes, fostering a healthy, high-performing staff culture rooted in spiritual maturity, accountability, and mission-driven work. The Administrative Pastor, along with the Discipleship Pastor, serves as the bridge between Elder Board and staff, champions communication, identifies challenges, and drives continuous improvement. This individual is responsible to the Elder Board for internal systems and process improvement; finances and operations; and, creating and managing volunteer teams and recruiting volunteers to assist in implementation of related tasks and activities.

QUALIFICATIONS AND SKILLS

- A seminary degree or a college degree in business administration, nonprofit management, or a related field.
- A mature, growing faith in Jesus Christ and alignment with the church's beliefs and values. **(Note: Please see The Well Church Community Profile, below, for more information about the church's beliefs and values.)**
- Proven experience and proficiency in organizational leadership, organizational strategy, ministry or program management, and team development.
- Proven experience and proficiency in effective organizational, systems, financial, and operations management.
- Experience with systems and processes evaluation and improvement.
- Demonstrated strong relational, administrative, oral and written communication skills.
- Energy, flexibility, and genuine enthusiasm for pursuing the church's vision and mission as a collaborative team member with Elders and staff.
- Demonstrated experience and comfort with preaching and/or other public speaking.
- Demonstrated ability to lead with both grace and truth, holding people to high standards while offering care and encouragement.
- Experience working with church staff is strongly preferred.

RESPONSIBILITIES

1 - Provide Organizational Leadership, Staff Oversight, and Team Development and Support

- Lead, manage, and coach staff in effective implementation of ministry goals and day-to-day operations.
- Collaborate with the Elders to create a thriving, unified staff culture that reflects the heart of Christ.
- Offer honest, constructive, and confidential feedback to both staff and Elders to strengthen organizational health.
- Foster a culture of accountability and encouragement, grounded in trust and mutual respect.
- Manage HR policies, hiring/transitions (upon approval of the Elder Board), and legal/insurance compliance.
- Ensure all staff roles align with their job descriptions, and responsibilities are executed with excellence. Identify performance concerns and recommend improvements; all staffing changes or disciplinary actions must be approved by the Elder Board.
- Supervise and support administrative team members through regular coaching, clear expectations, and timely feedback.
- Encourage a spiritually and emotionally healthy work environment by providing leadership development, team-building opportunities, and prayerful support.
- Actively celebrate staff successes and offer constructive, growth-oriented feedback.
- Conduct weekly 15-minute check-ins with designated staff to assess progress, discuss challenges, and offer support.
- Create, recruit volunteers for, and manage volunteer teams to assist in implementation of related tasks and activities.
- Along with the Discipleship Pastor, act as a communication conduit between staff and the Elder Board.
- Attend most Elder Board meetings as an ex officio, non-voting member.
- Prepare staff meeting agendas, chair staff meetings, and provide timely follow-up communication.

2 - Develop and Oversee Systems and Process Improvement

- Evaluate and refine internal systems, workflows, and processes to enhance ministry effectiveness and operational efficiency.
- Identify gaps or inefficiencies and propose improvements to the Elder Board for review and implementation.
- In consultation with the Elders, develop and drive the organizational strategy necessary to effectively pursue the church's vision, ensuring that ministry operations are aligned with the church's mission, values, and vision.

3 - Manage, or Oversee Management of, Finance and Operations

- Assist Elder Board in developing and monitoring the annual budget, making recommendations regarding budget based on projected revenue and expenses, church vision and ministry priorities.
- Monitor and coordinate budget process, expense tracking, and financial reporting; provide regular budget reports and projections to the Elder Board; ensure budget compliance in collaboration with Elders.
- Organize giving statements and quarterly financial mailers; oversee financial tracking of givers/new givers; oversee Sunday financial team/offering volunteers.
- Manage facilities, security, IT, and administrative processes to ensure efficient operations.

4 – Preach occasionally as necessary to fill in for Teaching Pastors

- At the direction of, and in close consultation with Teaching Pastors, fill in and preach occasionally when Teaching Pastors are absent.

EXPECTATIONS

- Lead with humility, clarity, and a heart for servant leadership.
- Wholeheartedly support and promote the church's beliefs, values and distinctives.
- Build trust with Elders, staff and congregation through consistent, compassionate communication and confidentiality.
- Stay adaptable and responsive to the evolving needs of the church and its ministries.
- Ensure staff and volunteer accountability without fostering a culture of micromanagement.
- Promote joy, excellence, and faithfulness across all areas of church life and staff culture.



THE WELL CHURCH COMMUNITY PROFILE

HISTORY

The Well Church, located in Edmond, Oklahoma, was originally formed in the late 1970's as Edmond

Christian Church, an Independent Christian Church. In 2016 the church changed its name to The Well Church. In 2020, the church updated its bylaws to state that it is not a part of, nor affiliated with, any denominational systems, and is locally autonomous under the authority of Jesus Christ and his work as revealed in the Holy Scriptures. In 2024 the church restructured its staff organizational model into its current, distinctive format.

PURPOSE

The Well Church exists to help all people grow deeper, love wider, and live better by following Jesus. Its purpose is to lead people to faith in Jesus Christ as the Son of the Living God, to commit them actively to his church, to support families in a Jesus-centered environment, to help people grow in the grace and knowledge of Christ, that increasingly they may know and do his will. (Matt. 28:18-20)

CHURCH CULTURE

While we have done no formal research to confirm this, we believe The Well may be something of a “unicorn” among churches within the larger Oklahoma City Metro area. The Well Church is welcoming, inclusive, egalitarian, and supportive of all people; and, because our allegiance is to Jesus Christ, we are not politically partisan. We welcome, include, and support all people because Jesus did too. The Well is a place where people from any persuasion can come and learn from Jesus.

We are a trauma-informed community that cares deeply for marginalized and hurting people. For many, The Well is something of a last stop, or a last chance to be part of a faith community, a place to heal from past personal or church hurt or abuse, and a place where it is okay to ask hard questions and learn together.

In the discussion of our beliefs later in this document, it is clear that The Well is theologically orthodox.

While The Well is not a creedal community, we enthusiastically affirm the Apostles' Creed and the Nicene (Niceno-Constantinopolitan) Creed. Besides our commitment to egalitarianism and inclusivity, what may set us apart is our emphasis on centering Jesus. By that we mean we

start from the premise that Jesus is Good News—therefore, the Church should look like Jesus! We view all of Scripture and all of life through the lens of Jesus. We believe that the Bible is God's Word to all people. It was written by human authors under the guidance of the Holy Spirit. It is the supreme source of truth for a Jesus follower's beliefs and living. We believe the point of the Bible is Jesus Christ for us and revealed to us. *Jesus* is the infallible Word of God, and the Bible is the true, authoritative, and faithful witness to this Word. We therefore interpret the Bible through the lens of Jesus Christ.

We emphasize following the way of Jesus. We take discipleship seriously. To be a disciple is to be a learner. We are a community of learners in the way of Jesus who help make other learners.

In keeping with this orientation, we have adopted five Gospel-centered commitments which define us as a community:

- Discipleship
- Hospitality
- Generosity
- Missional Culture
- Justice

The demographic of our membership skews young. For a small church of about 100 active members, we have an unusually high ratio of children and youth to adults. Millennial parents and their children make up the largest portion of our membership, but we also have active Gen Z, Gen X, and Boomer members. Members enjoy socializing together at after-church food truck lunches, community Easter egg hunts, and get-togethers at local restaurants and activity centers.

The Well Church actively supports a number of Small Groups, creating new ones as needed. Small Groups at The Well are an important place of belonging where we celebrate, connect, and contribute to the lives of others in our community.

At The Well, we believe that one of the best ways for church members to deepen their faith and grow in the way of Jesus is to be in a group and on a team. Serving on a ministry team is another critical way to stay connected and live out one's faith. We encourage members to serve where they are gifted, passionate, and have the capacity to contribute. We are intentional about leader development, investing faithfully in our volunteers.

We also know that the church expands far beyond the walls of our building, and we seek to partner both locally and globally with missional partners. We also encourage hands-on participation from our members whenever possible. Our goal is to demonstrate the love of Jesus while restoring dignity to our marginalized brothers and sisters.

LEADERSHIP STRUCTURE

The leadership structure of The Well is, to our knowledge, unique in that it is led by an egalitarian *team* of staff and Elders without a lead pastor. Our experience has shown us that top-down leadership with a consolidation of power in a single lead position creates the potential for abuse and prevents each team member from reaching their fullest potential.

At The Well, the pastoral team is composed of the Administrative Pastor and the Discipleship Pastor, both of whom are non-voting Elders, and a team of Teaching Pastors whose primary role is delivering the sermon each Sunday. Pastors report directly to the church Elders. The Elders set the vision, make major policy decisions by consensus, and have oversight of church finances and overall direction. The pastoral staff implements the vision and oversees church ministries. The current staff also includes a Director of Administration, a worship leader, a youth pastor, and a children's ministry administrative assistant. Our leadership structure is highly collaborative and supportive, allowing each member of the team to contribute significantly based on each individual's gifts and abilities.

Our distinctive organizational model and church culture mean it's essential that the individual seeking to serve The Well as Administrative Pastor be comfortable and enthusiastic about working in a deliberately non-hierarchical, determinedly collaborative staff environment. This person needs to be committed to lead with humility, clarity, and a heart for servant leadership, stay adaptable and responsive to the evolving needs of the church and its ministries, ensure staff accountability without fostering a culture of micromanagement, and promote joy, excellence, and faithfulness across all areas of church life and staff culture.

THE LARGER COMMUNITY

The Well is located in Edmond, Oklahoma. Situated 13 miles north of Oklahoma City, Edmond is 90 square miles and has a population of approximately 98,000. Named as one of America's 50 Best Cities to Live by 24/7 Wall Street, Edmond continues to grow in population, advance in education, and enhance the quality of life of its citizens. Residents enjoy a cost of living well below the national average in a city rich with culture, entertainment, and art. Edmond boasts an educated workforce, an honored public school system, and a low crime rate. Edmond's highly desirable school district includes 11 nationally recognized Blue Ribbon Schools, the highest number in Oklahoma. Edmond's crime rate is the lowest among the 10 largest cities in Oklahoma. The city also enjoys a cost of living more than 10% below the national average. Major health care providers in the city include INTEGRIS Health Edmond, Mercy Edmond I-35, OU Medical Center, and Summit Medical Center. Other amenities include multiple golf courses, an extensive trail system, and more than 30 parks and entertainment venues.

Demographics:

Average Household Income in 2024 was \$130,708. The median age of residents is 37-39 years old. Edmond's residents are approximately 71-76% White, 5% Black, 3.7-6% Native American, 3.7-4% Asian, 6-10% other/mixed, and 6.3% Hispanic.

**WHAT WE BELIEVE IN 10 WORDS
(OUR ESSENCE):**

JESUS IS GOOD NEWS.
THE CHURCH SHOULD LOOK LIKE JESUS.

**WHAT WE BELIEVE IN 10 POINTS
(WHAT WE'RE ALL ABOUT):**

- 1. Jesus Is Lord.** Jesus is both fully God and fully human; he is our doorway to knowing, understanding, and experiencing both God as well as our true humanity. Jesus is the model and means for our reunion with God. Jesus is the authoritative living God to us, and we submit to him as his lifelong apprentices, commissioned ambassadors, and beloved friends. Through Jesus, we come to know the Father and the Spirit.
- 2. God Is Love.** The essence of the Creator and Sustainer of the universe is unconditional, selfless love. Because God is triune, three-in-one, God has existed as a perfect loving community, Father – Son – Holy Spirit, for all eternity. Everything God does is an expression of who God is, which is eternal, infinite love.
- 3. The Spirit Empowers.** The Holy Spirit guides us toward Jesus, grows the fruit of love in our hearts, empowers us for ministry, and distributes spiritual gifts and talents among the Church to help build up the Body of Christ. Through the Spirit, we have the mind of Christ, and continue to experience the presence of God at all times for conviction, confirmation, and comfort.
- 4. We Are Valuable.** Humans are made by God for loving relationships with their Creator and with one another, and to responsibly steward creation. The first word that the Scriptures say about us is that we are created in the image of God, sons and daughters of the Divine. As Jesus' parables of the lost coin, lost sheep, and lost son affirm, we have lost our way through

our own sin and are unable to save ourselves. Jesus shows us a God who values us enough to become one of us, pursue us, and restore us to who we were made to be.

5. Something Is Wrong. Jesus teaches, history demonstrates, and experience affirms that something is deeply wrong. This world is filled with both beauty and horror, and humans amplify experiences of both. Jesus calls the corrosive force that separates us from God, from each other, and from our better selves, “sin.” Jesus came to heal our hearts, save us from sin, and show us a better way.

6. Saved By Grace. Through Jesus’ life, death, and resurrection, God inaugurated the New Covenant (a new way of being in relationship with God and one another), and offers us eternal and abundant life now, all as a gift. In Jesus, God became human and did for us what we could not do on our own. God eternally became human so that humans could eternally enjoy life with God. In this New Covenant, God gives all believers a new heart, a new spirit, and God’s own Spirit to change us from the inside out. This is pure grace, which we receive by simple faith, expressed by following the way of Jesus.

7. Faith Is Following. Christians choose to trust Jesus as Lord, Savior, and Teacher in life, through death, and into new life. In doing so, they repent (turn towards God and away from sin) in every area of their lives. We are not just believers, but disciples (learners) of Jesus, learning together how to obey everything he commands. A disciple spends time *with* Jesus, learning *from* Jesus, how to be *like* Jesus.

8. Scripture Is Inspired. The Bible points people to Jesus. The Bible (Old and New Testaments) is our God-given window to see Jesus most clearly, and is useful to equip us for living as his disciples. We believe in the divine inspiration and human writing of all Scripture, and we read and interpret the Bible together. The Bible can be interpreted in many ways, and we believe that Scripture tells us to interpret it with Jesus *as* the point and with Jesus *at* the center. The Bible helps us know Jesus, and Jesus helps us interpret, understand, and apply the Bible.

9. Peace Is Pursued. Because we see Jesus’ life and teaching as God’s authoritative Word to us, we take his teachings about all things – including peacemaking, reconciliation, and forgiveness – very seriously. We seek to live peaceful, reconciled lives, to encourage other believers to do the same, and to actively extend the peace of Jesus to the world.

10. Citizens And Ambassadors. Jesus came to establish God’s Kingdom, and he invites us to live in it now. This is a Kingdom that transcends land, laws, and languages; a Kingdom of our hearts based on loving relationships. Christ-followers are ambassadors on behalf of the

Kingdom of God to all people, with church communities functioning as embassies to experience a small taste of what it means to live with Jesus as King. Our purpose every day is to accept God's invitation to partner with Jesus and the Spirit to experience, express, and extend the Kingdom of Heaven on earth.

WHAT WE BELIEVE MORE SPECIFICALLY (FOR THEOLOGY NERDS):

About God:

We believe that God is the creator of the universe. God exists eternally as one being in three persons, the Father, the Son, and the Holy Spirit. These three are each fully and equally God, yet the three are always one in being, action, will, and character. This is the Trinity, a communion of perfect love, for God is love. Love requires a community of persons to give and receive love - to pour out their lives for each other even as they are filled by each other. A solitary God may be capable of loving those that are created, but only the Trinity can be love itself.

Genesis 1:1,26,27; 3:22; Psalm 90:2; Matthew 28:19; I Peter 1:2; II Corinthians 13:14; 1 John 4:8; Philippians 2:1-11

About Humanity:

We believe that we are made in the spiritual image of God, to be like God in character. Male and female are equally created in the image of God, for God transcends human gender and is the source of male and female both. Although humanity has tremendous potential for good, we are marred by a nature and attitude of disobedience toward God called sin. Sin separates us from God, enslaves us, and leads to death.

Genesis 1:27; Psalm 8:3-6; Isaiah 53:6a; Romans 3:23; Isaiah 59:1-2

About Jesus Christ:

Jesus is the special and ultimate revelation of God to us, and his teaching is the authority on who God is, how we should live, and how we interpret Scripture.

We believe that Jesus Christ is the eternal Son of God. He is co-equal with the Father. Jesus temporarily gave up divine privileges to become human and live among us. As both God and human, he is the only person who can reconcile us to God. Jesus lived a sinless life and offered himself as the perfect sacrifice for the sins of all people by dying on a cross. He arose from the dead after three days to demonstrate his power over sin and death and release us

from its bondage. He ascended to heaven's glory and will return again to forever end sin and death and to reign as Lord.

Matthew 1:22-23; Isaiah 9:6; John 1:1-5 & 14:10-30; Hebrews 4:14-15; I Corinthians 15:3-4; Romans

1:3-4; Acts 1:9-11; I Timothy 6:14-15; Titus 2:13; Philippians 2:6-11, Hebrews 1:3; Colossians 1:15-20

About The Holy Spirit:

We believe that the Holy Spirit is equal with the Father and the Son as God. He is present in the world to make people aware of their need for Jesus Christ and empower people to live in love. He also lives in every Jesus-follower from the moment they accept Christ's free gift of eternal life. The Spirit provides the Jesus-follower with power for transformed living, understanding of spiritual truth, use of spiritual gifts, and guidance in doing what is right. We seek to live by the Spirit's leading.

II Corinthians 3:17; John 16:7-13 & 14:16-17; Acts 1:8; I Corinthians 2:12 & 3:16; Ephesians 1:13; Galatians 5:25; Ephesians 5:18

About The Bible:

We believe that the Bible is God's Word to all people. It was written by human authors under the guidance of the Holy Spirit. It is the supreme source of truth for a Jesus follower's beliefs and living. The Bible is not a flat encyclopedia, behavior manual, history book, scientific treatise, or religious text. The context, genre, intended audience, theological issues, and author intention of each book matter. We do not seek to master Scripture, but to let it master us. We believe that the point of the Bible is Jesus Christ for us and revealed to us. Jesus is the infallible Word of God, and the Bible is the true, authoritative, and faithful witness to this Word. We therefore interpret the Bible through the lens of Jesus Christ.

John 5:39; Luke 24:27; II Timothy 3:16; II Peter 1:20-21; II Timothy 1:13; Psalm 119:105,160 & 12:6; Proverbs 30:5

About Salvation:

We believe that salvation (being rescued from sin and death) is a free gift from God to humanity. We can not escape sin by self-improvement or good works. By trusting in Jesus Christ as God's offer of release through Christ's victory on the cross over sin and death, we are rescued from sin. Eternal life begins the moment someone receives Jesus Christ into his/her life by faith. We believe that the resurrection of Jesus is the first fruits of the new creation. We therefore believe in the bodily resurrection, the renewal of creation, and the marriage of a new heaven with a renewed earth.

Romans 6:23; Ephesians 2:8-9; John 14:6 & 1:12; Titus 3:5; Galatians 3:26; Romans 5:1, 1 Corinthians 15:20-23, Revelation 21-22.

About Baptism:

We believe baptism is an important outward sign of the inward transformation the Holy Spirit initiates in us after we profess faith in Jesus. It is a public declaration that we are followers of Jesus and part of the family of God. It is also a way for us to imitate Jesus, who himself was baptized through immersion.

Baptism is an essential function of the Church, and it goes side by side with making learners in the way of Jesus. By witnessing the baptisms of others, members of the Church can see who is choosing Jesus and can commit to supporting them on their faith journeys. To put it briefly; baptism establishes our participation in Jesus' life, death, and resurrection, with the Church, to serve the world! Baptism is not in and of itself saving. Faith in Jesus saves us.

Matthew 28:18-20; Romans 6:3-5, Ephesians 4:1

About The Church:

We believe that the Church is the Body of Christ. The body should assemble together for worship, connect with one another over fellowship and prayer, and listen to God's teaching to become conformed to the image of Jesus through the leading of the Spirit. The world will know we are disciples of Jesus by our love for one another.

John 13:35; Ephesians 4:4; 5:25-32; Matt. 16:18; 1 Corinthians 12:12,13; Matthew 28:19,20; Acts 2:41-47; 18:8; 1 Corinthians 11:23-26

About Evil:

We believe evil is a consequence of agents choosing against God and against love. We believe that Satan is the enemy of God, the accuser of humanity's conscience, and the chief power behind the sin and disaster in the world. Jesus teaches that Satan is the ruler of this age and has influence in every worldly kingdom and system. However, he and his followers are destined for final defeat at the hands of Jesus Christ and will face everlasting destruction.

Isaiah 14:12-15; Luke 4:5-8; 1 Peter 5:8; 2 Corinthians 4:4; 11:14; Ephesians 2:1-2; 2 Thessalonians 1:9; Revelation 12:10; Revelation 20:10