



POSITION DESCRIPTION

Head of Staff

Updated: 9/29/2025

PRIMARY PURPOSE

The Head of Staff role exists to align church ministries and operations with its overarching vision. As a key partner to the Lead Pastor, this position is responsible for executing strategic initiatives, overseeing staff, implementing systems that support long-term ministry impact, and ensuring that ministry efforts are effectively integrated. The role serves as a bridge between leadership teams, fostering collaboration, accountability, and efficiency across ministries ensuring that the church's vision is translated into action and making it a vital force in sustaining and expanding the church's mission.

With a strong focus on operational leadership, team oversight, resource stewardship, and conflict resolution, this role ensures that the church functions smoothly and sustainably. This role champions the church's mission and values, driving organizational effectiveness while freeing the Lead Pastor to focus on vision, preaching, and ministerial care.

QUALIFICATIONS, EXPERIENCE, & CORE COMPETENCIES

- 10 years or more of experience as a senior-level leader in either a corporate, non-profit, or ministry-oriented environment with a strong emphasis on operations, staff management, and organizational leadership
- Minimum of an undergraduate degree, preferably in a business or management discipline
- Experience in translating vision into actionable plans and ensuring their successful implementation
- Demonstrated expertise in the creation of organizational culture and ability to identify, analyze, and resolve issues with effective solutions
- Proven management acumen in equipping and developing leaders to operate independently, especially capitalizing on the energies of young or emerging leaders

PERSONAL TRAITS/DISPOSITION:

- A thriving relationship with Jesus which leads by example, attracts others, and inspires people to follow
- A spiritually-aligned and compelling spirit of full participation in the mission of Lake Forest Church
- Resolute, matter-of-fact style that pursues the highest possible level of quality in everything
- Highly-principled leader with capacity to maintain operational effectiveness within a well-defined set of guidelines, policies, and practices
- Humility of disposition to lead through positive working relationships, clear direction, and appropriate support
- Priority-oriented, driving toward mission-critical strategies
- Proven ability to maintain confidentiality and foster trusted relationships
- Interpersonal discernment, approaching relationships with a proper blend of maturity, humility, and boldness
- Intentionality about maintaining a healthy work/life balance

SPECIFIC RESPONSIBILITIES

1. **ORGANIZATIONAL LEADERSHIP:** Developing and overseeing an organizational infrastructure that equips staff to accomplish objectives
 - Co-leading the development and implementation of organizational values, vision, and key strategies
 - Establishing organizational structures and staffing plans that align with strategic objectives, form strong and capable teams, and accurately assess skills/experience to place individuals in appropriate roles
 - Ensuring that well-defined policies, procedures, and processes are established and followed

Lake Forest Church is an equal opportunity employer and is committed to creating a diverse and inclusive work environment. All employment decisions are based on qualifications, merit, and organizational needs. In accordance with applicable laws, Lake Forest Church does not discriminate in employment on the basis of race, color, national origin, sex, age, disability, or veteran status.

As a faith-based organization, Lake Forest Church reserves the right to employ individuals who share and live out our Christian beliefs, in accordance with the Evangelical Presbyterian Church (EPC) [Essentials of our Faith](#).



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- Working with staff directors to refine strategic plans and identify opportunities to more fully integrate individual ministry areas to strengthen broader missional objectives
- Providing additional perspective to challenge staff directors toward growth initiatives and innovation
- 2. **STAFF DEVELOPMENT & MANAGEMENT:** Developing staff directors, clarifying vision and providing direction
 - Establishing and translating expectations into specific responsibilities for direct reports and their teams
 - Regularly evaluating individual performance in informal conversation and formal performance reviews, providing opportunities for training and coaching in areas where improvements are necessary
 - Providing necessary tools and information for staff to fulfill their responsibilities
 - Investing in each person's development with challenging opportunities for growth
 - Leading individuals or teams through change, managing both process and expectations
- 3. **INTEGRATION WORK:** Overseeing the integration of key projects and initiatives across the organization
 - Working with the Lead Pastor to identify key initiatives that accomplish missional objectives
 - Collaborating with staff directors to identify and analyze the impacts of initiatives on specific areas
 - Evaluating resource costs and timelines to support initiatives and driving data collection and review
 - Overseeing alignment across teams to promote the successful implementation of initiatives
 - Updating the Lead Pastor and Elders on the progress of initiatives to ensure strategic alignment
- 4. **OPERATIONS OVERSIGHT:** Providing leadership for general operations of the church
 - Developing and co-leading the Council of Heads of Staff with key personnel from other Lake Forest Family of Churches to manage Shared Services including Human Resources (HR) and Finance, and IT Systems
 - Working alongside of the Director of Operations in evaluating, defining, and developing operational structures that will best support the ministry of the church
 - Providing high-level guidance for Communications initiatives and activities, especially as it intersects with daily church operations
 - Overseeing development of annual budget and regularly reviewing actual spending against budgeted resources and making necessary adjustments in expenditures to avoid overspending
- 5. **OTHER DUTIES:**
 - Participating fully as part of the Lake Forest Staff team, prioritizing all staff gatherings and engaging in team and church-wide events and activities as necessary
 - Fulfilling other responsibilities as assigned

POSITION DETAILS

Reports to:	Lead Pastor	FLSA Status:	Salaried, exempt
Job Band:	Band 1	Position Status:	Full-time
Hours:	Sunday – Thursday, regular hours		

SUBMISSION DETAILS:

If you have any questions, please contact us at jointheteam@lakeforest.org or simply submit your cover letter and resume/CV to that same email address.

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