

## **Blackhawk Ministries—Fort Wayne, IN**



**Job Title:** Operations Pastor/Director

**Location:** Fort Wayne, IN

**Status:** Exempt, Full-time, Sunday-Thursday

**Direct Report:** Lead Pastor

### **Church Information**

Blackhawk Ministries is located on the Northeast side of Fort Wayne, Indiana. Founded in 1969 by Dr. David Jeremiah, it has become an anchor church in the area.

Blackhawk Ministries is also home to Blackhawk Christian School, which began in 1973 with 33 students enrolled. Five decades later, we continue to grow and thrive, with 100+ faculty and staff serving over 1,000 Pre-K through 12th grade students. With over 150,000 square feet of facility and a newly-renovated worship center that seats 1600, our church and school are well poised for city and regional impact.

Blackhawk is a vibrant faith community known for a commitment to strong biblical teaching and dedication to spreading the love of God throughout the community and around the world, with over 50 local and global mission partners. The Blackhawk family has a rich history of faithfully giving to God through the church, and in 2017 we celebrated becoming debt free. With our strong leadership, dedicated members, and unwavering faith, Blackhawk is poised to continue making a difference in the lives of people in Fort Wayne and around the world for many years to come.

### **Church Mission Statement**

Making disciples who make disciples

### **Position Summary**

We are seeking a person of God to ensure the seamless functioning of all operational aspects within the church, facilitating an environment where the ministry can thrive and fulfill its mission. This includes oversight and management of church finance teams, budgeting process, facilities, IT/IS, and office/administration teams and working closely with all other church ministries to support their operational needs. Core responsibilities include oversight of day-to-day logistical operations, managing staff, volunteers, and resources, as well as implementing efficient systems to support various church activities. Pastoral background is preferred for this position, but we are open to a non-pastoral position for the right candidate.

### **Qualifications**

- Demonstrated a track record of spiritual maturity and character consistent with the biblical requirements for leadership (1 Timothy 3:17, Titus 1:6-9, 1 Peter 5:1-4)
- Commitment to the mission, vision, and ministry philosophy of Blackhawk Ministries
- College education (minimum: bachelor's degree; preferred: additional ministry degree for pastoral designation)
- Pastoral experience characterized by empathy, discipleship, leadership development, and a commitment to God's Word preferred
- At least 2 years of administrative experience and leadership in a similar organization are strongly preferred



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- Proven abilities in organizing and managing staff
- Positive experience and attitude in managing multiple teams, building relationships, recruiting, and leading successful teams
- Detail-oriented and decisive with the ability to organize and coordinate work, set priorities, and meet deadlines
- Strong interpersonal skills with the ability to effectively communicate with leadership, staff, and the congregation
- Collaborative team player who has the ability to bring leaders together, bridge ministry areas, and advance the mission and vision of the church
- Ability to multitask and meet deadlines in a fast-paced environment
- Proven initiative and willingness to grow professionally

### **Job Expectations & Responsibilities**

- Work closely with Lead Pastor to establish vision and overall direction for Office, IT/IS, Finance, and Facilities departments
- Works with and manages department heads to see this vision and direction is carried out—ensuring daily tasks are completed and larger projects and initiatives stay on track
- Oversee 4 direct reports and total of 20 staff—spiritual and professional care
- Create and oversee implementation of structures and more efficient processes for responsible departments
- Work closely with all church ministries to ensure effective ministry is carried out throughout the week
- Oversee annual ministry budgeting process from rollout to final approval
- Track and monitor church finances monthly to ensure they are managed responsibly
- Oversee annual ministry planning process from rollout to final approval
- Recruit and develop volunteer teams
- Provide pastoral care and invest in church attenders and volunteers to take next steps in their relationship with Christ
- Responsible to coordinate the Financial teams of Blackhawk Church and Blackhawk Christian School
- Serve as IT, Facility relationship, and other shared services POC/coordinator with Blackhawk Christian School

### **Expectations for staff at Blackhawk Ministries**

- Fully back the vision and strategic direction of the Lead Pastor/Elders
- Agree with the Blackhawk Ministries Statement of Faith (and other docs/statements/ministry distinctives)
- Be a tithing member
- Participate in a Life Group (either as a member or leader)
- You will report to the Lead Pastor and connect regularly through 1:1 meetings
- Your full-time position will be between 43-48 hours of work per week.

### **Compensation**

Competitive salary based on experience and education

Interested applicants please send these items to [jobs@blackhawkministries.org](mailto:jobs@blackhawkministries.org)

- Resume
- Cover letter



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