



Lakeview Church is seeking a Director of Ministry Operations to lead and coordinate the operational systems, logistics, and administrative support that enable our ministries to thrive. This role collaborates with our pastoral team, gives oversight to communications and administrative staff, and systems to create optimal ministry integration. By strengthening operational structures, supporting staff and volunteer teams, and fostering collaboration across departments, the Director of Ministry Operations ensures our ministries operate effectively in service of our congregation and the surrounding community.

CORE RESPONSIBILITIES

Ministry Integration

- Collaborate with Pastoral team to determine operational needs for ministries
- Lead project management and coordination for ministry programs, initiatives, and events
- Coordinate logistics and cross-departmental planning for major church events, including Kick-Off, Christmas Eve, Easter, and Celebration Sunday
- Develop systems and workflows that strengthen communication, collaboration, and alignment across ministries
- Support ministry leaders with planning, scheduling, and administrative coordination

Administrative Processes

- Coordinate and maintain administrative systems including Planning Center, Google Drive, Asana, and other digital tools
- Maintain accurate, secure, and consistently organized records, documents, and shared information
- Coordinate calendars, meetings, and internal communications
- Oversee daily office operations, ensuring efficiency and organization
- Oversight of office systems, supplies, and equipment
- Develop and improve operational procedures, administrative workflows, and systems
- Supervise and support administrative staff members

Communication

- Oversee communication systems and workflows for website updates, newsletters, social media, announcements, and promotional content
- Ensure communication is clear, timely, consistent, and aligned with mission and brand
- Supervise and support Communications staff members

REQUIRED BEHAVIOURS AND SKILLS

Collaboration

Working cooperatively with others and making valued contributions to the outputs of the team.

Planning and Organizing

Determining goals and priorities and assessing the actions, time, and resources needed.

Ministry Insight

Practical awareness of church life and understanding the needs, rhythms, and challenges of ministry environments.

Decision Making and Problem Solving

Taking action in solving problems while exhibiting sound judgement.

Initiative

Recognizing and creating opportunities and to act accordingly. Starting something rather than waiting passively for it to happen.

Developing People

Reviewing and analyzing others' strengths and weaknesses, to identify their talents, gifts, and development needs, and training, enhancing, and empowering them appropriately.

Adaptability

Remaining fully functional by adapting to changing circumstances.

Delegating

Assigning responsibilities and authority to the right people, taking their interests, ambitions, development and competency into account. Following up on delegated tasks.

Emotional Stability

Incorporating healthy habits and rhythms to maintain a balanced emotional demeanour capable of leading through stressful or escalated situations.

Focus on Quality

Setting high quality standards and striving for continuous improvement and quality assurance.

POSITION OVERVIEW

Reports To:

Executive Pastor

Terms:

Full-time permanent

Salary to be negotiated

Group Pension (matching)

Group Life Insurance

Long Term Disability

Extended Health and Dental coverage

Mobile phone allowance

Expected Hours of Work:

40-45 hours / week

Minimum Education and Job Related Experience Requirements

High School Diploma

Administrative work experience

Church ministry familiarity

Preferred Education and Job Related Experience Achievements

Business School Diploma or Certificate

Multiple years experience working in a non-profit organization.

Extensive experience in church ministry

APPLICATION

If, after prayerful consideration, you feel called to this position we want to hear from you. To apply, please send the following in PDF format to the private and confidential email resumes@lakeviewchurch.com with the subject line 'Director of Ministry Operations':

- A cover letter expressing why you are interested and how your experiences have prepared you for this role.
- Your comprehensive resume.
- Your faith story including a description of your current participation in church life.

Applications will be received until a suitable candidate is found.

WHO ARE WE?

Lakeview Church has been active in Saskatoon for over 100 years. We are part of the Free Methodist Church in Canada, a worldwide movement with historical ties to the abolishment of slavery, early advocacy of women's rights, child labour reform, and the establishment of hospitals and schools.

Our church community is wonderfully diverse and passionate. We have people of all ages and stages from a variety of cultural backgrounds. Our average attendance at our worship services is 550 people. Our staff team is dynamic and loves to laugh together. We have 8 staff positions on our Pastoral team, and 10 staff positions on our Operations team.

Sunday worship services and Home Church are the central expression of church life at Lakeview. We value gathering as a collective community, and cultivating deep relationships. We offer age specific ministry programs for Kids, Youth, and Young Adults along with a variety of ministry programs for adults including Women, Men, and Seniors. We regularly offer spiritual formation courses like Alpha and Practicing the Way and we also coordinate a variety of local engagement opportunities in partnership with organizations like The Bridge, The Mustard Seed, and Sons & Daughters.



WHERE ARE WE?

Lakeview Church is located in the south east area of Saskatoon. A growing, friendly city of 270,000 people, Saskatoon has the amenities and action of a large city, with the relaxed vibes of small city hospitality.

Saskatoon is a progressive city that stays in touch with its roots; surprisingly diverse yet incredibly inclusive, with a bright future that springs from a fascinating past.

A 20 minute drive can take you from one end of town to the other where you can discover world class restaurants, an amazing arts and music scene, and endless outdoor activities along the South Saskatchewan River. Saskatoon enjoys one of the lowest costs of living among major cities in Canada and offers a range of neighbourhoods to call home.



MISSION: Joining God in the Renewal of All Things

POSTURES:

BACKWARD: Locating ourselves in God's story.

We believe God has been actively at work in our world as witnessed in the scriptures and through the church. We stand on the shoulders of those who have come before us, and rest on the very best of our heritage to influence our practices and worldview.

FORWARD: Anticipating God's movements.

We understand that our world faces challenges that must be thoughtfully navigated and negotiated. We are prepared to risk our comfort and security to help transform evil into good.

INWARD: Creating sacred space to encounter God.

We commit ourselves to a personal, but not individualistic, devotion to Jesus. We also submit ourselves to one another trusting that in community is where we meet and hear from God.

OUTWARD: Collaborating with God locally and globally.

We accept God's invitation to participate in the healing of our world. We welcome spiritual seekers and skeptics, and conspire with God in acts of justice and restoration.

MOVEMENTS:

LIVE IN COMMUNITY:

We **nurture a culture of connection** – creating spaces where people are known and relationships can form across our community.

We **cultivate communities of trust and belonging** – fostering deeper relationships where we can be vulnerable and grow together.

GROW SPIRITUALLY:

We **practice rhythms of life** – embracing spiritual practices that ground us in God's presence.

We **pursue spiritual maturity** – cooperating with God's Spirit as we are continually transformed into the likeness of Jesus.

BE FAITHFULLY PRESENT:

We **embody God's love where we live** – prepared to live out the gospel in our neighbourhoods and networks.

We **care for the vulnerable** – cultivating relationships, extending compassion, and seeking justice alongside those in need.