



Executive Pastor Job Description

At riv, we invite everyone to know and enjoy Jesus as we stumble together in our pursuit to love like Him.

Riverview Church (affectionately referred to as “Riv”) is seeking a full-time Executive Pastor to serve as the chief of staff, oversee the church’s operations, and coordinate ministry efforts. This role requires a passion for helping the team thrive and getting stuff done. The right candidate will possess a pastoral heart, proven project management skills, and a flock-focused instinct to prioritize the church’s needs. Riv’s Executive Pastor will be hired as an “Executive Director” and serve in that capacity until he has completed our elder training process.

We are a 47-year-old multi-site church in the Lansing, Michigan area with roots on the campus of Michigan State University. Active in church planting, we have 58 churches in our downstream and partner with the [Acts 29](#) network. We currently gather in three venues (Holt, REO Town, and Westside) and stream services online at rivchurch.com. Two of our venues are located in Michigan’s second most diverse county, and we are comprised of singles, young families, college students, retirees, and a wide mix of working-class and professional folks. Our proximity to the state capital brings political diversity to our congregation.

Qualifications

- Growing relationship with Jesus and a clear understanding of the Gospel
- Displays the character and qualifications of an elder as defined in 1 Timothy 3 and Titus 1
- Holds a high view of Scripture and completely affirms [Riv’s beliefs and core values](#)
- Minimum five years of business management experience (pastoral experience is a plus)
- Bachelor’s degree or work experience equivalent (Masters or Seminary degree is a plus)
- Outstanding leadership skills
- Proven track record in leadership development
- Exemplary communication and listening skills (written, verbal, and non-verbal)
- Persistent and focused
- Experience in managing a multi-site church is a plus

Responsibilities

Strategy Team Member

- Work closely with the Teaching Pastor to ensure alignment of vision, mission, and direction.
- Provide insight into the suitable timing and execution of new initiatives.
- Create a roadmap to long-term vision and ensure it is widely understood across Riv’s ministries and staff.
- Facilitate and monitor strategic planning, mission and vision review, and key objectives and tactics development.
- Free the Teaching Pastor up to focus on vision, culture, and teaching.

Organizational Management




- Refine meetings, processes, and communication structure to maximize effectiveness and sustainability.
- Align systems, processes, and work to the strategic priorities.
- Align staff, key volunteers, venues, and central staff with long-term vision and operational plan.
- Ensure central, unified, and venue-specific ministries and functions are clearly understood and executed accordingly.

mailing address

Riverview Church
3585 Willoughby Road
Holt, MI 48842

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- Ensure strategies and vision are well-communicated and carried out.
- Empower and equip Venue Directors to grow venue-specific leadership and serving teams.

Chief of Staff

- Facilitate a healthy, engaged, and missional staff culture that is sustained and growing.
- Encourage, coach, train, and support staff and key volunteers in their respective roles.
- Establish a work environment of high productivity, excellence, intentional rest, and Gospel focus, with critique and collaboration.
- Visit venues and ministries as needed to ensure consistency and proper execution of goals.
- Develop and standardize strategic communication pathways across Riv, specifically related to regular meetings.
- Relentlessly recruit a pipeline of volunteers, team leads, and other ministry leaders.

Board of Trustees Liason

- Ensure board functions in line with best practices and integrity.
- Execute the approved plan for the Board of Trustees.
- Lead the onboarding process for potential board members, ensuring they have an understanding of Riv's unique mission, vision, values, and culture.
- Along with the Teaching Pastor, liaise with the Board of Trustees, Council of Elders, and Strategy Team.

Pastor at Large

- Attend big weekend services and be available when necessary for special events.
- Assist on large projects.
- Invest in other staffers and attendees.
- Participate in meetings.
- Provide a positive contribution to overall Riv staff.




If you are interested in applying for the Executive Pastor position, please send a cover letter, resume, and references (including at least one pastoral reference), to apply@rivchurch.com.

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