



# All Peoples Church

**& World Outreach**

#319, 2nd Floor, 7th Main, HRBR Layout, 2nd Block, Kalyan Nagar  
Bangalore 560 043, INDIA

Phone: +91-80-25452617 | [contact@apcwo.org](mailto:contact@apcwo.org) | [www.apcwo.org](http://www.apcwo.org)

---

## HEAD OF OPERATIONS

### SUMMARY

The Head of Operations will organize and oversee the daily operations of APC as an organization. The areas of responsibility for this role are very wide and thus requires prior experience and thorough knowledge of various organizational functions and processes, and the ability to apply them to Church and Christian ministry.

### VISION

To strategize, plan, organize, execute, and oversee all departments of APC organizationally, so that all spiritual ministries of APC are fully supported with strong administration and organization. APC therefore will be able to combine strong anointed ministry with strong organization to be an explosive force for God on the earth.

Please review the APC Organization Chart available on OUR TEAM page ([apcwo.org/about-us/our-team](http://apcwo.org/about-us/our-team)).

### SCOPE

The Head of Operations will oversee all departments of APC organizationally. This includes, but not limited to: Accounting (Finance); Administration; Communications & Content Management; Human Resources; Information Technology (software systems, Internet, digital platforms, etc.); Legal; Media & Digital Engagement (Video, Graphics, Live Stream, Emerging media, etc.); Purchasing, Inventory and Maintenance; Services & Events, etc.

### ROLE DESCRIPTION

The role of the Head of Operations is outlined in brief in below. These encompass involvement in all departments, and at a high level include, but are not limited to:

1. Strategic Leadership & Planning:
    - Liaise with the Senior Pastor to make decisions for operational activities and set strategic goals.
    - Carry out the plans, directions and expansions set out by the Senior Pastor with the involvement of all Department Heads.
    - Provide leadership in casting vision and goal setting internally to all departments.
  2. Department Operations:
    - Oversee all Departments as it relates to day-to-day activities and operations and ensure excellence in functioning at all levels.
-



# All Peoples Church

**& World Outreach**

#319, 2nd Floor, 7th Main, HRBR Layout, 2nd Block, Kalyan Nagar  
Bangalore 560 043, INDIA

Phone: +91-80-25452617 | [contact@apcwo.org](mailto:contact@apcwo.org) | [www.apcwo.org](http://www.apcwo.org)

- 
- Ensure cooperation between departments to be aligned with the vision, direction, and goals of the church.
  - Ensure systems, processes, and policies across all departments are continuously improved for increased efficiency. Regularly evaluate the efficiency of procedures according to organizational objectives and apply improvements.
  - Oversee budget and finances are properly administered across all ministries, departments, and projects. Ensure that procurement processes are within budget, all people, time, and resources allocation are efficient. Review financial information and adjust operational budgets to ensure profitability.
  - Ensure that APC as an organization runs with legality and conformity to established regulations.
3. Organization and Staff Development:
- Engage staff in clarifying and executing the goals and objectives of the church.
  - Ensure all staff are well trained, equipped, nurtured, and cared for so that APC is among the happiest places to work.
4. Local Church Development:
- Find ways to monitor the pulse of the church through research and evaluation. Share feedback and determine opportunities for improvement and growth.
  - Identify opportunities for local church growth and expansion.
5. Reporting:
- Evaluate and monitor progress and fruit of all ministries and departments. Evaluate overall performance by gathering, analyzing, and interpreting data and metrics.
  - Report regularly to Senior Pastor, discuss, and execute organizational improvements.

## **QUALIFICATIONS/EXPERIENCE REQUIREMENTS**

- Must have a definite call of God to this kind of ministry role, with a strong passion for God's Word and depth in the Spirit.
- Must be passionate about local church ministry, discipling, equipping and empowering people for Kingdom purposes.
- Must be a visionary to see opportunities where APC as a local church and ministry can grow and fulfill its God's given mandate.
- Must be a strong leader, organized, responsible, team player, and committed to excellence.
- Must have an advanced degree (Masters or higher), preferably in Business Administration, Organization Development, Organizational Leadership, or related field. Additional training in theology is a plus, though not required.
- A minimum of 10 years of total full-time professional work experience.



# All Peoples Church

**& World Outreach**

#319, 2nd Floor, 7th Main, HRBR Layout, 2nd Block, Kalyan Nagar  
Bangalore 560 043, INDIA

Phone: +91-80-25452617 | [contact@apcwo.org](mailto:contact@apcwo.org) | [www.apcwo.org](http://www.apcwo.org)

- 
- A minimum of 3 years of professional work experience in a large organization. Preference will be given to those with prior work at a multinational corporation with international exposure.
  - Prior experience as Director of Operations or equivalent position with experience in managing and leading diverse teams including IT, Media, Finance, Administration, HR, etc. In depth knowledge of diverse business functions and principles.
  - Proven track record of growing business units/organizations and improving effectiveness.
  - As much of the work at APC is technology drive, preference will be given to those with a strong IT/software development background, who understand current advances and opportunities that digital technology make available for Christian ministry. Preference will be given to those who have engaged in software development, system architecture and cloud computing. Understanding AI and ML with ideas on its application to Christian Ministry, a big plus.
  - Must have active involvement in a local church or Christian ministry as staff or volunteer for a minimum of 5 years. Preference will be given to those who have been actively involved in serving at APC, Bangalore.

## KNOWLEDGE & SKILLS REQUIREMENTS

- 1) Excellent organizational, leadership abilities, communication, and coordination skills.
- 2) Must have exceptional interpersonal skills and must be able to understand and work well with people of diverse temperaments, backgrounds and skill-sets.
- 3) Must be able a strategic thinker, innovator, collaborator, decisive and a strong leader.
- 4) Must have the ability to plan 2-3 years in advance and move the organization towards long term goals.
- 5) Must be able to oversee budgets for multiple departments/units.
- 6) Working knowledge of data analysis and performance/operation metrics.
- 7) At APC we are continuously growing and expanding hence, you will be required to share in additional responsibilities.
- 8) Being able to work under pressure and meet deadlines.
- 9) Willingness to work long hours when required.

As APC is a local church and Christian ministry, all positions require people who are passionate about Jesus Christ, and who are called, anointed and committed to serving Him and people to see lives touched and transformed into Christ-likeness.

---

*Please note, that all staff positions at APC require individuals who have a definite call of God, who are organized, strong leaders, responsible, team players, punctual, committed to excellence, maintaining a strong personal walk with God, leading by example, and sold out to God!*

---