THE MET

SCHEDULE "A"

Job Title	Interim Executive Director of Operations (XDO)
Department	Ministry Team & Pastoral Executive Team
Location	Prince of Wales Campus
Band/Salary Range	$90,000 - $120,000
HR Contact	Carolyn Thomas
Will Train Applicant(s)	Induction and Handover
Track	Operations
Supervisor	Interim Lead Pastor & Board of Directors (Dual reporting)
Travel Required	Within city limits
Position Type	Full-time - 5 days/week: Mon to Fri OR Sun to Thurs
Date Posted	November 13, 2026
Posting Expires	December 11, 2026
Send cover letter & resume to	execassist@metbiblechurch.ca

Position Summary

The Metropolitan Bible Church (The Met) has been a gospel lighthouse in Canada's capital since 1931. Strategically located in Ottawa, a city of over one million people and home to federal leaders, diplomats, and representatives from around the world, The Met is uniquely positioned to proclaim the gospel to those who influence our nation and beyond. As a member of the Pastoral Executive Team (PET), the Interim Executive Director of Operations (XDO) provides strategic leadership and oversight of the church's operational teams, systems, facilities, finances, and administrative functions, ensuring they are aligned and effectively managed in support of gospel ministry and the organizational health of The Met. The Interim XDO serves as a key driver of organizational strategy and operational excellence, working alongside the PET to develop and implement plans that enable the church to flourish in its ministry impact.

Reporting Relationship

The Interim Executive Director of Operations (XDO) reports:

- To the Interim Lead Pastor for day-to-day leadership, management, and oversight of church operations and ministries. They meet regularly for prayer, planning, review, encouragement, and problem solving.
- To the Board of Directors for governance-related matters, membership matters, overall accountability, and matters requiring Board oversight or approval.

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Experience and Education

Qualifications

The incumbent should possess a minimum of a bachelor's degree in a relevant field and at least 10 years of relevant experience. Experience in business administration, organizational leadership, and/or office management in an organization with a large staff team is an asset. The incumbent should also demonstrate a clear calling to ministry and a proven gift for spiritual leadership. Experience in church ministry or leadership is preferred but not mandatory.

Character

The incumbent should be a mature Christian, godly in character, and exhibit the traits of an elder as described in 1 Timothy 3 and Titus 1. He should have a clear commitment to the mission of the church as prescribed in the New Testament.

Other

- Must be a member Metropolitan Bible Church or able to complete the membership process within six months of joining.

Core Values

- **Leadership:** Godly servant leadership, Christlike character, and wholehearted commitment to The Met's mission are essential to healthy and effective ministry.
- **Scripture:** The Word of God is our ultimate authority for faith and life. We are committed to biblical truth and its faithful teaching and application in all areas of life and ministry.
- **Prayer:** Prayer expresses our dependence on God and is essential to our personal lives, spiritual leadership, decision-making, and ministry.
- **Community:** Biblical community is essential to Christian growth, mutual encouragement, accountability, and care. We are committed to building meaningful relationships within the church family.

Relational Style

The Interim XDO relates well to the staff, is an active listener, sensitive to the matters being discussed, respects the information shared as per legal parameters, disagrees well and then respects the decisions made, and is a good team player. He is flexible, adaptable, and aligned to The Met's mission and the priorities of the PET and the Board. He sees value in gospel-focused, continually improving culture in a large church.

- Respectful, approachable, cooperative, and trustworthy – consistently reflecting The Met's vision and values.
- Demonstrated ability to build rapport with volunteers and lead teams with encouragement and clarity.

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- Able to collaborate across multiple departments and balance competing priorities with grace.
- Skilled at managing and prioritizing multiple projects and deadlines effectively.
- Proactive in identifying challenges and navigating bottlenecks before they escalate.
- Exercises sound judgment and mediation skills in interpersonal and team dynamics.
- Self-motivated, with a proven ability to inspire and mobilize others toward shared goals.

Role and Responsibilities

Executive Leadership and Strategic Planning

- Serve as the senior operational leader of The Met, providing executive oversight and of The Met's operational functions, including facility, infrastructure, communications, policies, and record keeping in support of the church's mission.
- Meet regularly as part of the PET to plan, organize, and clarify ministry opportunities in light of The Met's mission.
- Engage and advise the Interim Lead Pastor on operational work being carried out in support of Met staff and ministries.
- Develop and oversee the implementation of strategic plans that enable The Met to flourish in its ministry impact.
- As part of the PET, lead other strategic operational plans to support ministry initiatives.

Staff Development and Oversight

- In collaboration with the Interim Lead Pastor, build a strong staff team, while fostering a healthy workplace culture characterized by biblical community, collaboration, accountability, and servant leadership.
- Oversee the development of staff, empowering them to function well within approved policies, labour laws, and insurance regulations.
- In consultation with the Interim Lead Pastor and the PET, provide guidance, mentoring, encouragement, support, conflict resolution, and overall direction to staff, including in the areas of goal setting, planning, feedback, and accountability, including discipline as needed.
- Oversee and manage assigned senior staff, including Director of Connections & Outreach, Senior Manager of Accounts and Finance, Facility Manager, Communications Manager, Office Manager, and Production Manager/staff, meeting regularly with them individually and collectively.
- Approve assigned staff leave, absences, professional development, etc., in accordance with The Met's Personnel Manual and established policies.

Operational Oversight

- Oversee facility operations and maintenance, safety and security protocols, and policies related to the use of church property as gospel outreach.
- Oversee strategic improvements to facilities, technology, infrastructure, and operational systems.

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- Collaborate with the Property Board to ensure the best utilization and sustainability of church facility and grounds.
- Ensure that policies, procedures, records, operational practices, workflows, and internal systems and communication channels remain current, clear, consistent, legally compliant, empowering to staff and effective in supporting ministry goals.
- Oversee the development and implementation of communication systems and strategies that effectively support ministry objectives and internal communication across departments to promote clarity, alignment, and timely follow-through.

Financial Stewardship and Administration

- Prepare and present annual budget within board-approved parameters to the board and membership.
- Review monthly unaudited financial statements and send to the Treasurer.
- Review monthly actual results versus budget and report and resolve anomalies.
- Review donations and track actuals against planned donations and review.
- Ensure staff compliance with The Met's financial policies and procedures.
- Prepare and present any required financial reporting for the Interim Lead Pastor, the Board of Directors and membership.
- Collaborate with the Interim Lead Pastor, Senior Manager of Accounts and Finance, Treasurer, and Board of Directors as necessary.
- Supervise Senior Manager of Accounts and Finance and provide support as needed.

Board Relations and Governance

- Serve as the primary staff liaison to the Board of Directors on operational matters.
- Coordinate operational presentations and related submissions to the Board.
- Attend scheduled Board meetings to report on organizational compliance with internal policies and Ontario not-for-profit laws.
- Work in collaboration with the Treasurer to give a regular account of The Met’s financial position, annual budgetary recommendations, and special financial related needs.
- Work in collaboration with the Board Secretary to ensure accurate record keeping, annual reporting, membership meeting minutes, etc.
- Report on progress and evaluations of Board “Ends”.
- Assist the Interim Lead Pastor in tracking and supporting implementation of Board-approved decisions and action items.

Other Related Duties:

- Participate in ministry staff and all-staff meetings and prayer meetings.
- Fulfill professional development requirements.
- Participate in the performance review process, including self-evaluation, annual review sessions, and developing and reporting on personal goals with the Interim Lead Pastor.
- Complete reporting requirements in a thorough and timely manner.

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As a salaried position, it is expected that the incumbent may sometimes be called upon for additional requirements. As a member of the ministry team and PET who is adaptable and aligned with the vision, the incumbent may be requested to change or modify his portfolio from time to time.

Work Environment

- Fast-paced, highly collaborative, and purpose-driven.

Additional Notes

- Please advise us of any accessibility-related accommodation in your cover letter (or email).
- This job description is subject to change or revision at any time during employment. By accepting an offer of employment, the employee acknowledges and agrees to this condition.

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SCHEDULE "B"

DOCUMENTS AVAILABLE ON https://www.metbiblechurch.ca/member-resources

1. Metropolitan Bible Church Ministry Corporation Bylaw May 26, 2024
2. Metropolitan Bible Church Property Corporation Bylaw May 26, 2024
3. Personnel Manual (available upon acceptance)