

CHURCH OPS CHECK LIST

Leading a church is meaningful--but it can also feel messy. If you find yourself constantly putting out fires, repeating conversations, or wondering why things aren't moving forward, you're not alone. Operational challenges often hide beneath the surface, quietly draining energy, clarity, and momentum.

This guide outlines ten common signs your church might be stuck and offers simple, actionable fixes for each one.

01

You keep talking about ideas, but nothing gets done.

Root Cause: Lack of ownership and follow-through.

Fix: Assign one owner per initiative with a clear 30-day goal and deadline. Track it publicly in staff/committee/elder meetings.

02

You're always short-staffed (or feel like you are).

Root Cause: Misaligned roles or unclear expectations.

Fix: Redefine roles based within ministries. Eliminate duplicate efforts and clarify accountability.

03

Your staff and volunteers are tired, and so are you.

Root Cause: Unsustainable pace or poor boundaries. The sick can't help the sick.

Fix: Build quarterly rhythms that include rest weeks. Normalize healthy workload limits.

04

Monday feels like cleanup from Sunday.

Root Cause: No review or feedback loop.

Fix: Establish a regular 20-minute meeting during the week to debrief services, document issues, and assign fixes. This can be with volunteers and staff.

05

Giving is flat, and you're not sure why

Root Cause: No donor engagement strategy.

Fix: Implement a 3-tier system to communicate with first-time givers, recurring donors, and high-capacity givers.

06

Your ministries are busy but disconnected

Root Cause: No alignment to mission or shared calendar.

Fix: Re-center all ministry plans around one shared mission statement. Create one master calendar that you don't manage. Get a trusted staff member or volunteer.

07

Your volunteers are burned out.

Root Cause: Overuse or under appreciation. (We hit on volunteers twice because they are so important to your ministry.)

Fix: Create a quarterly volunteer care plan that includes personal check-ins, thank-yous, and breaks.

08

Communication feels chaotic

Root Cause: No central communication strategy.

Fix: Define three weekly channels (email, Slack/text, team meeting). Use them consistently. You have to stay strong on this.

09

You make decisions reactively

Root Cause: No proactive planning rhythm. You have time if you think it is important. It is.

Fix: Use 90-day ministry planning to set short-term goals and pre-schedule decision points.

10

You spend more time running the church than leading it.

Root Cause: You're stuck in operations instead of vision.

Fix: Delegate operations to a trusted leader or system. Consider bringing in outside help (like us).

Final Thought

You don't have to settle for a church that just survives. Small, intentional changes in operations can bring freedom, clarity, and health to your team and your mission. If you'd like help identifying and fixing these challenges, we'd love to talk.

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