



Diocese of Western Anglicans
Operations Manager
Ministry Description
November 9, 2018

Mission:

The Operations Manager will manage the administrative functions of the Diocese of Western Anglicans including paid and unpaid staff who work to strengthen the support systems required for effective implementation of Kingdom expansion initiatives. The Operations Manager will oversee the business management functions, the expanding communications ministry, the events planning and coordination requirements, administrative support essentials, personnel support and effective team development for an increasingly complex ministry environment. Skills associated with completing reports, prioritizing projects, completing a monthly activity log, ensuring that personnel are knowledgeable and qualified, creating changes in work methods, facilitating efficient staff work processes and ensuring timely completion of projects are valued.

Ministry Responsibilities:

Finance:

- Develop and manage the Operations Budget, communicating and coordinating with the Finance Team, the Treasurer, the President and the Bishop.
- Provide effective maintenance of sustainable financial systems and methods in cooperation with the Treasurer and in oversight of the Financial staff, either paid or unpaid, being sure to review financial statements for discrepancies prior to releasing them.
- Identify financial solutions to reduce costs and/or increase financial efficiency and effectiveness.

Communications:

- Oversee the Communications Coordinator for an increasingly effective approach to networking the congregations, their leaders and their members in each deanery and throughout the Diocese of Western Anglicans.
- In cooperation with the Communications Coordinator, ensure that the website, social networking and Applications are working effectively and continuing to meet the needs of the diocese.



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Ministry Support and Administration:

- In cooperation with the Canon for Lay Mission, support the development and management of ministry support networks that continue to mobilize lay leaders and members in mission and ministry.
- Provide support and guidance for the diocese and each deanery as the deaneries grow to fulfill the mandates communicated in the Deanery Manual.
- Oversee all administrative personnel under the direction of the Bishop, facilitate regular administrative personnel reviews and conflict resolution should it occur and interface effectively with the Bishop's Assistant.
- Oversee the Risk Management Team to ensure compliance with all government regulations.
 1. Lead Risk Management Team reviews and make recommendations to President and Bishop to include:
 - a. Insurances, staff training, and facility audits
 - b. Identification of potential risks in advance, analyze them and recommend precautionary steps to reduce risk for the Diocese, deaneries and congregations.
- Oversee and implement the annual review of all current and future diocesan manuals that further strengthen the diocese's capacity to operate for greater Kingdom effectiveness.
- Ensure that insurance and pension resources are made available to all qualified staff and ministers through effective negotiation and management.
- Oversee paid and unpaid staff to ensure effective database development and information storage and retrieval for all current and future needs.
- Develop a Manual of Administrative Policies, Protocols and Best Practices for diocesan operations.
- Oversee the staff who implement the Provincial reporting process for the diocese.
- Identify and recruit unpaid staff



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Planning and Coordination:

- Oversee the development of teams and systems to support all current and future planned gatherings of the diocese, especially as each deanery grows in its capacity to develop similar systems of support regionally. Such meetings include but are limited to:
 - a. Synod: House of Delegates
 - b. Annual Clergy gatherings
 - c. Triennial Kingdom Conference
 - d. Next Steps in Mission
 - e. Trainings of various kinds

Interface with staff, both paid and unpaid so that effective planning, communication and coordination takes place at all levels of the diocese where the bishop and the diocesan office needs to be engaged.

Diocesan Organization and Reporting:

The bishop oversees all diocesan staff and works interdependently with the President of the Diocese of Western Anglicans in order to effectively initiate, develop and manage the growing mission and ministry of the congregations and those who support them in the deaneries. The Operations Manager will report directly to the bishop and interface well with the President and the Treasurer for effective governance and financial management, with the Treasurer serving to provide oversight of the Treasury of the diocese on behalf of the Executive Committee. The Operations Manager will also interface well with the Bishop's Assistant for the purposes of coordinating the activities and actions generated by the Bishop. The Bishop will hold regular one-on-one and Management Team Meetings for the smooth functioning of the Diocese.

Qualifications:

- Bachelor's Degree (Business Administration or similar field is preferred)
- Management experience with demonstrated expertise in organizational management skills
- Understands and applies effective financial methods and reporting
- Working knowledge of Microsoft Office suite (particularly Excel)



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- Advanced ability to delegate responsibilities and provide leadership and training to key (paid and unpaid) personnel
- Advanced written and verbal communication skills (Spanish is a plus)
- Possession of key competencies, including **Christian** conflict management, business negotiation, organization and decision-making
- Familiarity with HR regulations, health insurance and pension plans is preferred, but is able to learn efficiently if not already a competency
- Able to work with both paid and unpaid staff while utilizing effective training and delegation skills

Time and Remuneration:

- This is envisioned as a half-time position with approximately 20 hours or 2.5 days per week.
- A stipend has been set at \$25,000 per year. No medical or pension benefits are provided.
- The Diocese will re-assess the hours and benefits annually with the personnel review.