



“Drawing near to the heart of Christ in downtown Gulfport.”

Position: Manager of Church Operations

Accountable To: Pastor and Staff-Parish Relations Committee and relates to all staff, committee chairs, and volunteers.

Supervises: The church custodian and other administrative staff. Supports and resources the pastor and staff-parish committee in maintaining effective personnel systems (i.e. employee handbook, work schedules, etc.).

General Description: The Manager of Church Operations administers the business affairs of First United Methodist Church of Gulfport, working with pastors, church members, vendors, community, and staff to achieve the mission of the church, “to make disciples of Jesus Christ for the transformation of the world.”

Significant duties include

Finance:

1. Maintain accurate financial records for the church
2. Prepare necessary documentation/reports to clear and accurate representation of the church’s finances.
3. Perform the duties of The Financial Secretary of the church as described in The Book of Discipline.
4. Perform the administrative duties as assigned by The Treasurer i.e. writing of checks, preparation of tax forms, reconciling the bank statement.
5. Coordinate the banking, investments, tax reporting and other financial affairs of the church including bequests and deferred giving
6. Administer benefits
7. Work with the Pastors and Finance Committee to develop forecasts and budgets that align with the mission and vision
8. Design and publish key dashboard metrics, both financial and non-financial
9. Recommend and implement financial controls to ensure the church remains beyond reproach financially
10. Manage records retention and staging
11. Serve as Secretary to The Finance Committee and attend the monthly meetings.
12. Consult with the Finance Committee; Treasurer; and Ministers regarding financial matters

Administrative:

1. Recruit, train, manage, and equip office volunteers and coordinate office volunteers to maintain a spirit of hospitality in the church office.
2. Oversee and improve our outreach ministry including snack bag ministry, assistance, and bus ticket. Envision and implement to improve our outreach so that it serves the community instead of simply enabling people.
3. Provide administrative support to pastor and church staff as needed.

4. Prepare letters, forms and documents as required by all staff, committees, and organizations using volunteers where possible.
5. Maintain the Sunday flower calendar. Schedule sign-up and call the florist in re: Special orders, using volunteers where possible.
6. Acknowledge memorial or in honor of gifts and send notice of gifts to honoree or family of deceased, using volunteers where possible.
7. Serve as staff meeting administrator
8. Coordinate and monitor the purchase of equipment, furniture, supplies and other items for the church.
9. Serve as point person for all "Use of Building" requests.
10. Solve or coordinate the solving of all problems with the church property and rental property (building maintenance and repairs).
11. Periodically review all insurance policies and ensure the church has appropriate and adequate insurance coverage is in place
12. Maintain employee records in compliance with state and federal guidelines.
13. Oversees and works with staff and volunteers to complete UM Conference forms and responsibilities, for example, Charge Conference forms, Vital Signs, clergy salary sheets, etc.)

Qualifications:

- The position requires a person of mature Christian faith with strong managerial skills who is passionate about managing the business affairs of the church and communicating its mission and ministries in relevant, creative ways.
- Excellent computer skills and high proficiency in Word, Excel, PowerPoint
- Knowledge of general accounting principles
- Experience with and strong knowledge of QuickBooks or similar small office booking and payroll software
- Eagerness and proven ability to learn new software
- Excellent written and oral communication skills
- Ability to manage multiple projects and complete them from beginning to end. Experience in follow up and attention to detail
- Ability to relate well with all kinds of people
- Ability to take appropriate initiative when something needs to be done.
- Understand and commit to church's mission, vision, and values Be loyal to church and pastors and assist pastors and lay leaders to stay focused on mission, vision, values.
- Be innovative and be a learner. Stay cutting edge with church and UMC trends and how to engage and serve community
- At least 3 years of supervisory experience
- Minimum of Associates Degree, Bachelor's preferred. Associates Degree requirement can be waived by 5 years of directly applicable experience.

To apply please send resumes to this email address: fumcoffice2301@gmail.com

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