

Operations Director Job Description

Thursday, June 4, 2020 4:32 PM

Summary: The Operations Director oversees the operations of the Church Office Ministry, the Finance Ministry, the Property Ministry, the Technology Ministry, and the Personnel Ministry. This person will build and maintain processes that keep us organized, well-maintained, and financially healthy.

Church Office Ministry

1. **Purpose:** Oversee the administrative processes that serve many ministries here at the church. Receive, organize, and share information so that our ministries have everything they need to be successful in the pursuit of their goals. Make every process increasingly efficient, simple, catching everything, well-communicated, and effectively supporting the ministries that they serve.
2. **Oversee the following areas:**
 - a. Building Use Processes
 - b. Publicity Communication
 - c. Contact Information
 - d. Rosters
 - e. File Keeping
3. **Oversee Office Assistant responsibilities** like Calendars, Supplies purchasing, Errands, Phone + Email, etc.

Property Ministry

1. **Purpose:** Provide and maintain a facility that serves the purposes of the ministry of the church. Remove distractions related to disrepair so that people can focus on God when they are here. Add new, useful functionality and reduce the downtime for leaders when things break.
2. **Setup and maintain the operation of the following areas** through volunteers, staff, and/or contractors:
 - a. Regularly Scheduled Maintenance

- b. Furnishings
 - c. Interior Decorations
 - d. Exterior Decorations & Landscaping
 - e. Signage/Displays
 - f. Storage Management
 - g. Troubleshooting and Repairs
3. Provide the construction needed for new ministry initiatives

Finance Ministry

1. Purpose: Authorize and oversee the Church's (including daycare) accounting & financial reporting functions and the related responsibilities of the Church Treasurer, the Financial Secretary, and anyone else who has access to Church monies. The Finance Team will maintain and issue policy documentation related to the financial functions and responsibilities.
2. Oversee Treasurer Responsibilities: Check signing, Financial Reporting, Financial Position
3. Oversee Finance Team Responsibilities: Policies and Compliance, Budget, Generosity Campaign, etc.
4. Oversee Bookkeeping Responsibilities: Financial Recordkeeping, Payroll, Bill Payment, Deposits, Reconciliations, Contributions Tracking, etc.
5. Oversee the Generosity Count Team

Technology Ministry

1. Purpose: Provide the best technology possible for our leaders to promote the purposes of their ministry. Add new, useful functionality and reduce the downtime for leaders when things break.
2. Setup and maintain the operation of the following areas through volunteers, staff, and/or contractors:
 - a. The church membership database
 - b. The thermostats

- c. The Website
 - d. The Email Provider
 - e. The Network
 - f. The Phone System
 - g. Our Computer Hardware & Operating Systems
 - h. Our Computer Software
 - i. Our Printers
 - j. Audio/Visual Technology for our Worship services and for other ministries
3. Oversee troubleshooting of all technology problems for all of the church's ministries so that ministries and staff have fewer technology problems, increased productivity, and lower costs.
 4. Provide the technology for new ministry initiatives.

Personnel Ministry

1. Purpose: Support the leadership of the church by helping with personnel processes like the hiring, onboarding, and management of employees. Develop policies that help to improve the experience of working on staff for the church.
2. Oversee all personnel processes: hiring, onboarding, training, and management of new staff.
3. Oversee personnel policy development and compliance in alignment with all applicable laws.
4. Work with the Personnel Team to accomplish the purpose of this ministry.

Staff Responsibilities

1. Share about the beliefs of the church and minister to people through prayer when the need arises in interacting with people inside and outside of the church.
2. Responsibility to collect your metrics (in concert with the lead pastor).

3. Other duties as assigned.