Holmeswood Church

Director of Administration & Operations

Email Resume to: Search@Holmeswood.org

Holmeswood Church is a Christian community that strives to embody the inclusive love of Jesus the Christ. We are aligned with the Cooperative Baptist Fellowship, a Baptist organization that emphasizes freedom in biblical interpretation, participation of both women and men in all aspects of church leadership, and religious liberty for all people.

The Director of Administration & Operations provides leadership for the administrative and operational life of Holmeswood Church. Working closely with the Senior Pastor, pastoral and administrative staff, lay leaders, and committees, the Director helps ensure that the day-to-day operations of the church are handled with excellence, transparency, hospitality, and care.

The Director of Administration & Operations reports to the Senior Pastor and works collaboratively with other pastoral and administrative staff members and lay leaders. This is a full-time, 32-hour per week position.

Essential Duties

Administration & Operations

1. Oversee and coordinate the day-to-day administrative operations of the church, helping ensure that staff, committees, ministry leaders, and outside partners have the information and resources necessary to carry out their work effectively.
2. Oversee office services and the maintenance of permanent church records and files.
3. Supervise secretarial and administrative support staff.
4. Participate in staff meetings and contribute to staff planning, communication, and coordination.
5. Serve as a central point of coordination among staff, committees, and lay leaders when responsibilities cross multiple areas of church life.
6. Establish, maintain, and regularly evaluate standard operating procedures and administrative workflows. Identify opportunities to clarify responsibilities, improve communication, reduce unnecessary duplication, and strengthen the effectiveness of church operations.

Finance

1. Provide administration and supervision, in partnership with the Church Treasurer, for the accounting and financial activities of the church.
2. Supervise the Financial Secretary and help ensure that established financial procedures and internal controls are followed.
3. Coordinate administrative aspects of banking relationships and transitions, budgeting, auditing, financial reporting, and other financial processes.

Property & Operational Oversight

1. Supervise the Property Manager, providing clear expectations, accountability, support, and regular communication regarding the management of Holmeswood's buildings and grounds.
2. Provide administrative oversight of property-related budgets, contracts, leases, insurance documentation, and other records while allowing the Property Manager to manage the day-to-day operation of the church property.
3. Coordinate administrative decision-making when property matters require involvement from multiple staff members, committees, or church leadership.

Risk Management & Compliance

1. Coordinate the church's administrative risk-management and compliance responsibilities, helping ensure that required documentation, employment records, insurance information, facility-use documentation, and other operational requirements remain current.
2. Identify administrative or operational risks and bring significant concerns to the attention of the Senior Pastor and appropriate church leadership.

Governance & Committee Support

1. Provide administrative leadership and serve as staff liaison to the Board of Directors, Finance, Property Committee, Audit, and other teams as assigned
2. Support major congregational and governance processes, including business meetings, committee work, elections, budgeting, stewardship, and updates to governing documents.
3. Coordinate the preparation and distribution of meeting materials, maintain official records of congregational and governance actions, and track responsibilities resulting from those actions.
4. Oversee the administrative updating and maintenance of the Church Constitution and Bylaws and other permanent institutional records.

This is not an all-inclusive list of job responsibilities, and duties may change at the discretion of the Senior Pastor.

Supervises

- Financial Secretary
- Property Manager
- Secretarial and administrative support staff

Qualifications

- A minimum of two years of administrative experience
- Experience with financial administration, bookkeeping, budgeting, or related financial processes.
- Experience supervising staff and coordinating work across multiple areas of responsibility.
- Supportive of Holmeswood Church's beliefs, mission, and inclusive identity.

Abilities

- Exceptional organizational and time-management skills, with the ability to manage multiple priorities and follow through on details.
- A proactive problem solver who notices needs, anticipates challenges, and follows responsibilities through to completion.
- Ability to think in systems and understand how finance, property, personnel, committees, outside partners, and ministry operations affect one another.
- Strong written and verbal communication skills.
- Proficiency with office software, including word processing, spreadsheets, databases, and shared digital systems.
- Ability to handle confidential information with discretion and integrity.
- Strong interpersonal skills and the ability to work collaboratively with staff, church members, volunteers, vendors, tenants, and community partners.
- Calm, adaptable, and dependable when responding to unexpected operational needs.
- A hospitable and inclusive approach that reflects the mission and values of Holmeswood Church.

Compensation/Benefits/Work Schedule

The salary range for this position is $50,000–$55,000. Benefits are provided in accordance with the Holmeswood Church Employee Handbook.

The typical work schedule is Monday through Thursday, 8:30 a.m. to 4:00 p.m. In weeks with evening meetings, work hours may be adjusted with the Senior Pastor's approval. A hybrid schedule may be possible, with some work on the church campus and some from home.

Employment is contingent on successful completion of the required background check.