



PRESTONTRAIL

community church

Operations Management Resident

Preston Trail Community Church
"Helping people find and follow Jesus Christ."

I. POSITION TITLE

Operations Manager Resident

II. EDUCATIONAL REQUIREMENTS

College degree preferred

Training in Planning Center Online and other church software systems is preferred, but will be provided

III. GENERAL DESCRIPTION

The Operations Manager Residency is a leadership residency focused on ensuring the church is operationally strong as it pertains to connections, event planning, facilities, campus response, and the operational oversight of the systems used to enhance the experience of the churchgoer "from the street to the seat" at Preston Trail Community Church.

IV. GENERAL LEADERSHIP GOALS

Discern and clarify your calling towards kingdom work and be better equipped to fulfill that calling.

Work proactively and independently with the ability to deliver high-quality output in a fast-paced environment.

Learn how to recruit, develop and lead a volunteer team.

Develop the confidence to speak in front of various groups of people.

Learn how to create and manage ministry needs including budget, ministry events calendar, and administrative duties.

Develop as a fully devoted follower of Jesus committed to and growing in the areas of self-leadership, organizational leadership, church leadership and thought leadership.

V. SPECIFIC RESIDENT DUTIES

Adopt the Preston Trail mission statement and ministry strategy.

Prepare for and attend meetings and events as required:

- a. Weekly four-hour Residency Class with a rigorous curriculum of reading, sermon reviews and discussion



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- b. Weekly or Bi-weekly one-on-one meeting with ministry supervisor for the purposes of both mentorship and discipleship
- c. Monthly all-staff meetings

Attend training conferences including the Global Leadership Summit, RightNow Media Conference and others as scheduled.

Participate in weekly self-evaluations, monthly supervisor evaluations, and quarterly program evaluations.

VI. SPECIFIC MINISTRY DUTIES

Prepare for and attend all meetings and events as required:

- a. Weekly team meetings to discuss projects and upcoming events

Under the direction of the Serve Pastor,

- a. Understand and demonstrate knowledge of the process and systems utilized at Preston Trail to connect people to ministry of interest or need
- b. Understand and demonstrate knowledge of how to connect people and their service to the local church
- c. Understand and demonstrate knowledge of the assimilation process from beginning to end
- d. Understand and demonstrate knowledge of the appropriate place and functions of the church management systems utilized at Preston Trail
- e. Understand and demonstrate knowledge of the philosophy and implementation of how our environments facilitate worship
- f. Understand and demonstrate knowledge of the processes and systems involved with event planning and execution at Preston Trail Community Church.

VII. ORGANIZATIONAL RELATIONSHIPS

Work with:

Welcome Team, Assimilation Team, Operations Team

Report and review by:

Serve Pastor

VIII. Employment Classifications

- a. Category: Part-time
- b. Number of Hours: 29
- c. Exempt/Non-Exempt: Exempt
- d. Employee Class: Ministerial/Managerial

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization. This job description is subject to change at the discretion of the organization.

Preston Trail Community Church is a religious organization and reserves the right to hire based on the basis of religion.