

# Director of Church Operations

## *Job Description*

### **Overview**

The Director of Church Operations (DCO) would assist the pastor and the congregation in developing a long-term plan (5-years) for the overall growth of the church's ministries. The DCO would report directly to the Pastor.

### **Compensation: \$27,989**

This is a part-time position (25 hours/week)

|           |          |                                      |
|-----------|----------|--------------------------------------|
| Salary:   | \$26,000 | \$20/hour x 25 hours/week x 52 weeks |
| SSI:      | \$1,989  | salary x 0.0765                      |
| Benefits: | None     |                                      |

### **Responsibilities**

#### ***Long-Term Planning*** (with a selected team)

- Work with the Pastor to develop intentional growth strategies for every major area of ministry:
  - Music and Worship
  - Christian Education and Youth
  - Evangelism and Outreach
  - Mission and Outreach
  - Congregational Care
  - Promotion and Special Events
  - Building and Site Improvements
- Work with staff to implement a plan for growth objectives and specific plans in each area they serve;
- Consult with the Pastor and implement new strategies developed learned through his doctoral studies;
- Hold regular meetings with the staff to plan and coordinate ministry activities.

#### ***Personnel***

- Supervise the operations staff (Bookkeeper, Secretary, Sexton) to ensure all tasks are completed in accordance with individual employee contracts.
- Handle human resource issues that arise in accordance with congregation's Employee Handbook. These may include (but are not limited to) staff disputes, complaints, annual performance reviews, contract negotiations, recommending merit increases, and approving time off requests.
- Serve as the staff liaison to the Personnel Committee and meet with them as requested by the Pastor/Head of Staff or the Personnel Chairperson.
- Work with the Personnel Committee to recruit necessary new staff members.

#### ***Financial***

- Oversee budgeting and financial management
- Oversee the development of an endowment plan for the congregation.
- Staff the Stewardship Committee for the annual and periodic stewardship campaigns.
- Serve as the liaison with financial institutions used by the congregation.
- Acts as a signatory on all church accounts.

***Site Maintenance***

- Oversee the care and planning for building needs – both present and future.
- Serve as the liaison to the Board of Managers.
- Serve as the onsite liaison for vendors providing services to the congregation.
- Inspect the church facility and property weekly, noting any issues (cleaning or maintenance) that need to be resolved, and so instruct the appropriate staff members.

***General***

- Maintain confidentiality.
- Work in a congenial manner with pastors and members of the staff.
- Relate to members and friends of the church as a representative of the Federated Church in a warm and hospitable manner.
- Perform other clerical duties which relate to the administration of the church as delegated by the Pastor/Head of Staff.
- Participate in staff meetings, leading discussions as appropriate (1<sup>st</sup> and 3<sup>rd</sup> Tuesdays at 9:00 AM).
- Attend committee meetings (2<sup>nd</sup> Tuesday at 6:30 PM) as directed by the Pastor/Head of Staff or at the request of committee chairperson.
- Perform all reasonable tasks as requested by the Pastor or the Board of Deacons & Elders.