

Church Operations Director

Position Description



Compensation

- Permanent Full-time
 Permanent Part-time

- Temporary Part-time
 Temporary Full-time

- Benefits Included
 Benefits Not Included

Position Summary

Leads the overall day to day operations of Prince of Peace Lutheran Church including the implementation of strategic initiatives and continuous improvement actions. Expected to help form the structural foundation of people, processes, and technology to support efforts to improve the engagement of congregation members and therefore improving the spiritual commitment and growth of the church. Delivers expected annual financial results while improving long term financial stability. Provides supervision and leadership to church staff and working committees within the scope of the role. Provides leadership and develops a “can do” attitude throughout the organization while also actively engaging with congregation members and prospective members.

Working Relationships

Reports To: Church Council via the Executive Committee

Supervises: Finance Director and Finance Committee, HR Director*, Marketing & Communications Director*, Endowment Committee, Property Committee, Technology and Administrative Processes Director*, Property Committee, Sexton

Teams With: Worship & Music Director*, Youth Director, Christian Education Director, Congregational Care Coordinator

Participates In: Church Council Meetings, Executive Committee of Church Council Meetings

** Currently unfilled roles filled by multiple people.*

Personal Attributes

- Constantly strives to live by and embraces Prince of Peace’s values of GRACE and demonstrates Christian spiritual commitment;
 - Give of ourselves to others in love;
 - Respect others;
 - Appreciate the contributions of others;
 - Celebrate the achievement of others;
 - Energize others with grace.
- A minimum three-year commitment.
- Desired education level: Undergraduate degree that emphasizes business and organizational curriculum.
- Desired experience level: Not for profit experience with organization of at least similar size and scale. Experience with church finances and church operations along with program project management experience is preferred. Experience with technology and digital solutions is desired.

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- Ability to problem solve and proactively implement solutions that include elements of people, process and technology.
- Demonstrates a high-level of professionalism and attributes. Strong organizational skills with ability to establish and manage various projects and programs. Strong communication skills (verbal, written, social media) are required.
- Time Required: An estimate of 25 hours per week, knowing that due to the transformational nature of the role, additional time may be required.
- Hands on approach, “can do” attitude, team player and genuine leadership style that gains respect throughout the organization.
- Committed to personal growth and development of self and staff.
- Flexible and accessible

Key Responsibilities & Duties

- Develop annual plan and performance expectations combining strategic initiatives, continuous improvement actions, and ongoing operations including target performance levels. Review with Church Council and Sr. Pastor and obtain alignment and approval.
- Accountable for the day to day church operations of Prince of Peace Lutheran Church. Provides overall supervision while identifying and implementing ongoing improvements working closely with staff members and Sr. Pastor.
- Develop strong relationships with staff and committees being seen as a leader as well as a “hands on, team player.”
- Ensure that policies and procedures are uniformly administered.
- Ensure offering collection and other funds received are secure and procedures clear and followed.
- Work closely with Sr. Pastor and Congregational Care Coordinator to drive engagement and communication improvement including;
 - Clarification of membership expectations
 - Recognition and praise program
 - Encouragement and ongoing dialogue of the spiritual development of individual members
 - Communication of mission, vision, values, and strategy
 - Communication of service and education opportunities
- Work with Finance Committee and Finance Director to ensure financial records are timely and accurate. Develop annual budget that aligns to operational performance and transformation expectations. Assure approved expenses are paid in a timely manner and recorded. Zero tolerance of audit exceptions.

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- Oversee payroll, insurance, taxes, and worker's compensation obligations.
- Works with Church Council President, Sr. Pastor and appropriate council members to plan, coordinate and execute Church Council meetings including the completion and integration of all function activities and committees.
- Develop and maintain an overall Church Activities database to enable management and reporting of all programs and initiatives at Prince of Peace.
- Develop and maintain ongoing financial accountability, including an annual audit/review and appropriate legal compliance with laws and regulations.
- Develop and implement annual performance reviews for all Prince of Peace staff and key volunteers.
- Develop and implement HR processes and procedures including Performance Management, Recruiting and Retention, and Talent and Career Planning. Handle personnel conflicts and troubleshoot program and ministry challenges. Maintain annual headcount and volunteer plan and work with Finance and Membership Engagement to ensure alignment.
- Supervise the maintenance of church property to the standards of cleanliness and appearance that benefits the status of the Church in the community and increase the utilization of facility to support church objectives to expand ministry and grow.
- Develop and implement annual marketing plan increasing the awareness of Prince of Peace in targeted demographics.
- Implement the following Strategic Initiatives:
 - TBD (e.g., Digital Platform, Performance Management, Organization Alignment)

Key Metrics

- Financial Performance to Budget
- Endowment Fund Growth
- Facility Utilization
- Financial Control Exceptions
- Marketing Awareness
- Performance to Plan on Strategic Initiatives (e.g. Technology Platform, New Organization Structure, Procedures & Measures)