



## JOB DESCRIPTION

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### DIRECTOR OF OPERATIONS

## OVERVIEW

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**Purpose and Primary Responsibilities:** The Director of Operations is responsible for managing the church's administrative affairs, overseeing various committees and teams, managing various church-wide projects, and assisting the Senior Pastor with various administrative tasks.

## RESPONSIBILITIES

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### *Business*

- Oversee all areas of business and financial services. Work with the financial secretary to make sure all bills are paid in a timely manner, payroll requirements are met, and that the church complies with applicable tax laws and regulations. Keep accurate computer records of all financial transactions and donations. Produce monthly and year-end financial reports for the Finance Committee and church to review. Assist the Finance Committee in the preparation of the annual budget. Maintain control over spending to make sure the church keeps expenditures within revenue and budget limitations. Manage all bank transactions. Make sure the church has appropriate property and liability insurance. Serve as the purchasing agent for the church.
- Oversee all areas of personnel and office services. Make sure the church complies with all employment laws and regulations. Maintain all personnel records. Work with the Personnel Committee to evaluate and recommend employee insurance, salary, and benefits packages. Review and revise, as necessary, job descriptions and personnel policies.
- Oversee all areas of facilities services. Work with the facility staff to make sure the building and grounds are properly maintained and that the needs of all church ministries are properly met. Along with the senior pastor, authorize major repairs and capital expenditures. Maintain up-to-date inventory of all church property. Make sure the church adheres to applicable codes, laws and regulations. Establish policies and procedures for the use of the building and other church property.

### *Other Committees and Teams*

- Oversee Benevolence Committee
- Serve as staff liaison to the Safety Team.
- Oversee Food Service Manager

### *Church-wide Projects*

- Manage various church-wide projects, including but not limited to renovations, capital campaigns, special events, and strategic initiatives.

### *Other*

- Assist the Senior Pastor with various administrative tasks.

## REQUIREMENTS

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- Possesses strong character, wisdom, and discernment
- Demonstrates a vital and growing relationship with Jesus Christ
- Fully supportive of the Baptist Faith and Message 2000
- Gifted in areas of administration and organization
- Comfortable utilizing various forms of technology for ministry effectiveness
- Bachelor's degree

## DETAILS

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- Full-time, salaried
- Supervises: Financial Secretary, Facilities Manager, Food Service Manager, Receptionist
- Reports to: Senior Pastor