

# Operations Manager

**Reports to:** Pastoral Staff

**Purpose:** The position of Operations Manager is to ensure that the operations of Cedar Creek Church, including the supervision of office support staff enhance and enable effective ministry of the church. The position requires the coordination and implementation of specific ongoing operational activities. The position involves the development, implementation and enforcement of operational policies and procedures. The position involves managing the office support staff including IT, administrative support, graphics and finance.

## **Duties and Responsibilities:**

### **Office Management**

1. Plan, direct and guide work of the church office. This includes working with staff and volunteers on large events.
2. Develop and implement an efficient and effective office organization by improving methods and procedures.
3. Recruit, interview, hire, train, supervise, motivate, evaluate and retain support staff.
4. Maintain current job descriptions for all staff members.
5. Conduct verbal and written job performance discussions with the support staff no less than annually.
6. Coordinate the day-to-day activities of the church office to ensure a high level of responsiveness and service is provided to the pastors, ministry leaders, church leaders, staff, volunteers, members of the congregation, newcomers and the public.

### **Board of Trustees Management**

1. Serve as the Secretary on the Board of Trustees
2. Work with pastors to recruit new members of the Board as needed
3. Prepare and distribute all agendas and support materials for monthly Board meetings
4. Facilitate the discussion and completion of each agenda item at Board meetings.
5. Prepare and distribute minutes from all Board meetings.
6. As the Board approves adopting new policies or changing current policies update current policy manuals and communicate changes to those impacted by the policies.
7. Prepare and solicit Board approval (via emails) on special motions that occur outside the regularly scheduled monthly Board meetings.

### **Financial Management**

1. Assist in the development of budget requirements including compensation and benefit expenses.
2. Develop tools and guidelines that will assist budget leaders with their budgets.

### **Risk Management**

1. Develop policies and procedures that minimize the church's liability (child worker policy, fraud policy, gift policy, facility management policy, computer resources acceptable usage policy, conflict of interest policy, etc.).
2. Communicate, implement and enforce compliance with all risk management policies.

### **Facilities Management**

1. Aid Administrative Assistant in coordinating building usage between ministries, construction projects and outside organizations.
2. Manage maintenance of the building and grounds.
3. Manage contracts and contractors for the upkeep and maintenance of the facilities.

### **Communications Management**

1. Oversee the development of the church's communication strategies.
2. Manage the development, implementation and enforcement of church communication standards, policies and procedures.
3. Continuously develop, strengthen and improve our communication tools and messages.
4. Liaison between pastoral staff and the staff.
5. Work with the web team to continually develop, strengthen and improve our websites usability and content.

### **Ministry Support**

1. Assist ministry leaders in their understanding and use of church policies and procedures as it relates to their ministry's activities.

### **Other Duties as Assigned**

1. The Operations Manager shall perform other duties as assigned.

## **Pastoral Responsibilities**

### **Read and Pray**

1. Daily reading of Word and prayer.
2. Scriptural study and continuous education through self-guided study.
3. Sabbath practice.

### **Work in Plurality**

1. Meet weekly with other pastoral staff to talk through church issues.

### **Teach the Word**

1. Teach 10% of Sunday mornings.
2. Counsel and advise Saints.

### **Manage the Affairs of the Church**

1. Shepherd and assist leaders in church performing various functions and ministries.
2. Secretary at Board of Trustees.
3. Advisory Council. Meet and discuss church issues.

### **Disciple and Counsel Saints**

1. Available for meeting with saints.
2. Take specific initiative with saints as need arises.
3. Assist in women's counseling program.