



# Operations Manager

## JOB DESCRIPTION

### OBJECTIVE

The role of the Operations Manager is to assist the Executive Pastor and the Elders of the church in the day-to-day management and operations of the church by helping train, equip, and shepherd volunteers, ministry leads, and others for the work of the ministry. The Operations Manager is responsible for many aspects of operation, including facilities, events, Sunday services, ministry leads, volunteers, and production technology. This requires a firm understanding of how to delegate leadership and tasks as well as creatively thinking through ways of leveraging volunteers, ministries, facilities, technology, our website and more, to see more people meaningfully connected to Jesus.

### JOB DESCRIPTION/ DUTIES AND RESPONSIBILITIES:

#### Operations

- Oversee, provide leadership, and help coach service teams or ministry leaders towards healthy leaders and healthy teams. Recruit, train and mentor leaders to recruit, train and mentor volunteers
- Ensure Sunday gatherings and all events are sufficiently staffed and run smoothly
- Monitor operations budget, and keep key ministry leaders informed
- Constantly look for ways that church systems can be streamlined and improved

#### Events

- Work with event coordinator in planning and executing special events
- Ensure all events run smoothly and are supported thoroughly
- Act as the point person for all events that require using the DCC building, including outside requests, rentals, and uses.

#### Facilities

- Provide leadership over ministry leads and volunteers in order to ensure that the facilities and grounds are maintained in a quality condition through systems of cleaning, maintenance, and improvements
- Oversee facility maintenance, scheduling, set-ups, cleaning, safety and security, for all services and special events
- Work with contractors, inspectors, and vendors in all building maintenance and upkeep (HVAC, Fire, plumbing and electrical, etc.)
- Serve as liaison to landlord, city, county, or other governmental agencies regarding property issues

#### Misc

- Work with Executive Pastor in special projects and strategic initiatives.
- Additional scope TBD

## QUALIFICATIONS/SKILLS

- Agree with DCC's Statement of Faith and commit to exhibit a lifestyle that is consistent with the same
- Fulfill the duties required of DCC members as outlined in the membership covenant
- Fulfill the character qualifications of a deacon as taught in the scriptures (1 Tim 3:8-13)
- Be able to help "shepherd the flock" (1 Pt 5:1-5) as a discipler, first and foremost
- Be a humble servant leader who has a desire to work hard and be flexible in a team atmosphere
- Be a teachable self-starter and have the willingness to learn and grow as the needs of the church change
- Have a deep love and passion for the gospel, the bible, and the local church
- Have the ability and a proven track record of "equipping the saints for the work of the ministry"
- Have the ability to communicate, plan, manage projects, teams and volunteers
- Have an eye for details combined with a big-picture vision
- Demonstrate strong administrative and organizational skills
- Skill in computer, networking, IT, ChMS, and website technologies (mac based) is a plus

## HOURS:

**Full Time:** Approximately 45 hours/week

**Schedule:** Typically Sunday through Thursday (notwithstanding special events/trainings)

**Vacation:** 10 days floating vacation with one week additional vacation between Christmas and New Years + 5 personal days

**Salary:** TBD. Depends on skill and experience.

**Other Benefits:** Full Medical/Dental/Disability, Retirement: up to 4% matching; Monthly cell phone and book stipend.