



6950 Ralston Street, Ventura CA 93003 | 805-656-7766 | encounterlife.org

## DIRECTOR OF MINISTRY OPERATIONS

Part-time, non-exempt, 25 hours per week (6.25 hours per day, Monday – Thursday), accountable to Senior Pastor

### OVERVIEW:

The Operations Director is responsible for leading all business functions of the church and its preschool, including planning, budgeting, finance, human resources, information technology, facilities, and administration. Reports to the Senior Pastor and serves as a member of the church Executive Team, and staff to the Elder Board.

### RESPONSIBILITIES:

#### Staff Leadership.

Leads assigned staff and volunteers in the accomplishment of their duties to achieve the overall goals of the church.

#### Planning and programming.

Leads the church strategic planning process, ensuring the vision of the pastors and elders are developed and documented. Works with other directors to obtain input, and then develops and implements programs to achieve that vision. Prepares and executes stewardship programs to encourage faithful, biblical giving to accomplish church vision. Develops and tracks metrics for evaluating church performance towards attaining goals established.

#### Budgeting.

Leads the development of the annual budget in support of church vision and programs, estimating expected giving and proposing the allocation of resources to maximize the total ministry impact of the giving the Lord has provided. Leads the reconciliation of competing needs among departments, present a balanced budget to the Elders. Incorporates elder feedback to gain approval. Presents the budget to the church, answers any questions at annual meetings and ensures a vote to affirm is received.

#### Finance.

Oversees the implementation of the budget, tracking giving, other income, and expenses. Leads the business office in managing church finances. Develops and provides monthly reports and in-person presentation of church finances and other business metrics to the board of elders, providing analysis of the data. Oversees department spending to ensure budgets are maintained and expenses are appropriate. Recommends adjustment to spending and the budget throughout the fiscal year as giving and costs are tracked so the church remains fiscally sound. Ensures the annual audit of church finances, reporting results to the board.

#### Human Resources.

Responsible for human resources activities of the church. Ensures job descriptions are up to date, that staff performance reviews are performed and documented. Supports all supervisors with personnel matters, including hiring, performance management, and timekeeping.

### **Information Technology.**

Leads the establishment and implementation of IT requirements through IT service providers. Includes procurement, installation, training, operations, maintenance, troubleshooting and daily management. Systems include computers, networks, databases, software, printers, internet services, and phones. Coordinates with Worship Director in the integration of Sunday morning technology needs.

### **Facilities.**

Leads staff and volunteers hired and assigned to provide a safe, attractive, and effective facility to implement the church's mission and vision. Develops and implements a long-range plan with the Elders for church infrastructure, including construction, renovation, maintenance and repair, and a long-range capital budget. Operates and maintains the church facilities. Develops and implements policies for church's facilities use and event management, including setting prices for members and non-members. Develops and implements security policies and practices. Through the Facility Manager, oversees the daily scheduling and execution of facility maintenance and use.

### **Other.**

Ensures the proper management of contracts, procurement, insurance, investments, borrowing, legal services, and any other related function needed to effectively operate the church. Supervises the church receptionist, ensuring a positive and caring interface with those seeking information and support on the phone and in person. Prepares and maintains required and useful church records in all of the above areas of responsibilities. Performs other such duties as may be assigned.

### **Requirements.**

- A heart for God and His flock, led by the Holy Spirit, focused on reaching others for Christ. Position demands a high level of trust and confidence; possessed of a godly character.
- Fully agrees with and supports church By-Laws, Statement of Faith, mission, and vision.
- Be a current church member, or become a church member within 90 days of starting work. Regularly attends worship and participates in church activities and small groups.
- Minimum of 10 years experience in church or business management of a similar scale, including five years of leadership experience.
- Bachelor's degree in business or related field. Additional 10 years related experience in lieu of education may be acceptable. Master's degree desirable.
- Strong technical skills in all areas of responsibility, especially financial management. Current in applicable technology areas, including hardware and software. Pursues continuing education both in areas of expertise required for the position, and for continued spiritual development.
- Outstanding leadership skills, firm yet humble. Has high expectations, while exhibiting character of a servant leader. Expertise in leading other leaders, including both employees and volunteers.
- Self-starter, motivated, multi-tasker, flexible, able to adapt in a high-pace environment.
- Organized, structured, and disciplined. Runs a tight ship.
- Works well with others, resolves conflict effectively and provides feedback constructively.
- Experience working in a multicultural environment preferred.

### **Pay Range.**

\$31.00 – \$40.00 per hour