**Director of Operations Job Description**

Responsible to: Lead Pastor

Supervises: Director of Accounting, Payroll, Facility Manager, Room Supervisor, and the Administrative Assistant on behalf of the Lead Pastor

Type of Position: Full Time

Spiritual Gifts/Talents and Qualities: Stewardship, Generosity, Management, Organization, Finances

**Qualifications**

A qualified individual for this position is able and willing to:

* Accept and honor the core beliefs and values of St. John's/Renewal Church and The Lutheran Church–Missouri Synod.
* Fully grasp the concept of being “in ministry.”
* Preferably has at least 5 years of experience in a similar role.
* Has at least a Bachelor’s Degree and preferably a Master’s Degree in a relevant field of study.
* Demonstrate a leadership style which motivates and brings out the best in people.
* Possess excellent oral and written communication skills.
	+ • Accept and apply counsel and appraisal from immediate supervisors to improve position related performance and relationship to others.
* Demonstrate a passion for the mission of the St. John's/Renewal Church.
* Become a member of St. John's/Renewal Church.
* Keeps current on both nonprofit and payroll finance laws and regulations.
* Develops a system for restricted and nonrestricted donations with Director of Accounting in order to preserve nonprofit status.

**Spiritual**

* Commits to a life of prayer and Scripture reading, and is an example of what it looks like to follow Jesus
* Commits to worship weekly at St. John's/Renewal.

**Vision**

* Will speak and work in favor of decisions made by the Board of Elders and the Lead Pastor.
* Carries out the vision of the Lead Pastor for ministry and is okay being in the 2nd chair.  Is an influencer but not a controller.
* Fully support pastors, directors, staff members, and volunteers in their work for St. John's/Renewal Church.
* Facilitates the creation and yearly renewal of Strategic Direction built on the Vision Frame which gives a three to five-year focus to the ministry efforts of St. John's/Renewal. Also, is willing to work within this vision.
* Inform Lead Pastor of efforts and the progress being made in the assigned areas of responsibility.
* Sets boundaries with employees but is also empowering so they can fulfill their vision.
* Develops a strategy to increase wages of full-time workers.

**Skills**

* Problem solver
* Strong organizational skills
* Strong work ethic
* Able to handle confidential information appropriately
* Integrity and accountability
* Knows or can find out non-profit finance laws and Colorado employee laws

**Finance and Human Resources Responsibilities**

* Makes sure that we are operating with healthy financial stewardship, accountability, integrity, and is up to speed on requirements and guidelines for all employees throughout the Church and School. Oversees new personnel packet and on boarding as well as employee handbook.
* Oversees salary and benefits decisions for the organization with the advice of the Board of Administrative Services.
* Establishes policies and procedures when needed to help the organization thrive in conjunction with the President of the Congregation. Is willing to work within established policy and procedures that have already been created.
* Oversees major facility projects, such as but not limited to: Roof, LED upgrade, HVAC
* Receives and consents to invoices/receipts as already approved by the Budget.
* Maintains or plans for St. John's/Renewal Church to have adequate cash

Reserves.

* Maintains or plans for St. John's/Renewal Church to have adequate savings

for large maintenance expenditures.

* Perform quarterly check-in with staff members who are responsible for a

section of the budget to assist them in building and adhering to the yearly

budget.

* Oversees credit card spending.
* Oversees offering counting and deposits.
* Oversees creation of entire budget to present to BOAS.
* Oversees communication with donors to restricted funds.
* Oversees special events for employees such as staff recognitions, and staff farewells, etc.

**Organizational Assistance to Lead Pastor**

* Helps create agendas for and attends monthly regular all-staff, core staff, and executive staff meetings.
* Oversees Staff-Wide annual gathering in August.
* Promotes unity in Ministry throughout all departments.
* Advisor to Lead Pastor.
* Under the supervision of the Lead Pastor, be the Overseer for communications throughout the entire organization. For minor communications, it is okay for church campuses to do their own communications.
* Under the supervision of the Lead Pastor, train the Administrative Assistant regarding printed publications.

**Building Responsibilities**

* Check community room supplies and make sure it is stocked.
* Make coffee daily and oversee community room supplies and Sunday setup and cleanup.
* Setup the community room for Christmas.
* Oversees the community room look.

**Other Ministry**

* What is our new hire passionate about? Advent by Candlelight?
* Interior Design?
* Oversees protocol for events at both our Wash Park and Highlands Campuses