

# Director of Operations Job Description

**Reports 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:** Visioning, Stewardship, Generosity, Management, Organization, Finances

The Director of Finance and Operations oversees and is responsible for the financial planning, operations, administration, human resources and facilities for all 3 major programs of the St John's Ministry – Wash Park Church Campus, Highlands Church Campus, and St John's School/ELC. This responsibility involves leadership, general oversight and management. The director safeguards these resources and oversees the design and implementation of critical policies and procedures. Committed follower of Jesus Christ who applies biblical principles of ministry, faith and grace in the workplace.

## 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**

- 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 (Renewal Church is the name of our Highlands Church Campus). Provide strategic direction for appropriate and maximum use of financial resources to achieve St John's/Renewal strategic priorities and maintain long-term health of the overall ministry.
- Inform Lead Pastor of efforts and the progress being made in the assigned areas of responsibility.
- Is a strong leader reporting directly to the Lead Pastor who carries out the vision of the St. John's/Renewal ministries. Represents the ministry positively and proactively by supporting the Lead Pastor, strategically and day-to-day, as well as works collaboratively with and advocates for other members of the core St. John's/Renewal leadership team.
- Will speak and work in favor of decisions made by the Board of Elders and the Lead Pastor.
- Fully support pastors, directors, staff members, and volunteers in their work for St. John's/Renewal Church.
- 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

## **Organizational Assistance to Lead Pastor**

- 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.
- 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.
- Oversees protocol for events at both our Wash Park and Highlands Campuses

### **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 annual and multi-year operational and capital budgets process and, in partnership with the Lead Pastor and Board of Elders, realign existing resources when necessary.
- 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 and is the Director of Donor Engagement.
- 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.

### **Other Ministry**

- The Director of Operations is welcome and encouraged to start a ministry that fits the vision of St. John's/Renewal or get involved with a ministry that already exists.