

Operations Pastor

Our mission is to help as many people as possible become totally committed to Jesus Christ

Primary Description:

The Operations Pastor is responsible for managing the business affairs of the church. In addition the Operations Pastor directs all church facility related functions to include janitorial, maintenance, safety and security.

Status: Full Time

Lines of Accountability: Lead Pastor

Ministry Responsibilities:

1. Oversight of Church Finances and Finance Personnel

- Oversee the work of the bookkeeper in the receipt, deposit and disbursement of all church funds.
- With the bookkeeper, establish a financial record system for the church and directing its operations.
- Oversee the purchasing process and maintaining vendor relationships.
- Oversee the preparation of monthly financial reports to ministries and committees.
- Work with the ministry directors and the bookkeeper to prepare an annual budget for approval by the Lead Pastor and Leadership Team and implements it upon approval.
- Supervise Bookstore Manager.
- Serve on the Finance Team and Leadership team and presents all monthly budgets in partnership with the Bookkeeper.

2. Oversight of Church Facilities

- Develop and administer policies and procedures concerning the use of all church properties, and facilities.

- Develop employees and volunteers for future opportunities. Build volunteer teams to assist in all aspects of finance and facility maintenance.
- Communication should be accurate and timely. Use successful communication techniques to ensure staff and guests have a clear understanding of information. This should include an awareness of special needs. Conduct and facilitate effective meetings through established agendas, effective use of time and clear objectives. Prepare clear and concise correspondence, memos, letters, instructions and reports, following the correct format.
- Be active in the management role of safety and security. Develop emergency, and injury/accident reporting procedures. Implement steps to ensure the safety of staff and church members by developing safety plans.
- Establish and maintain organization and office procedures in an efficient manner in all areas of the church. Initiate and execute a comprehensive training program for all departmental employees and ensure that all areas are maintained in an orderly fashion.
- Responsible for documentation of all daily logs, readings and building inspection programs. Establish and maintain a preventative maintenance program to encompass all equipment and areas of the church. Take an active role in monitoring the progress of all special projects to include both in-house projects and those of outside contractors. Administer all programs within budget guidelines.
- Responsible for monitoring all services performed by outside contractors and vendors. Accountable for maintaining all exterior grounds keeping, parking areas and public access areas.
- Accountable for facilitating aggressive energy management conservation programs and coordinates all energy consumption measures. Monitor such programs for maximization of efficiency and savings.
- Contribute to the total repair and maintenance lines of the church's strategic plan and budget process. Recap past month's activities and update future action plans. Reforecast expenses based on financial updates. Achieve the department financial objectives on time and within budget.

3. Partnership and Oversight of Shoreline Preschool

- Oversee all preschool operations.
- In cooperation with site directors, establish policies and procedures for staff and families.

4. Partnership and Oversight of Men's and Women's Ministries

- Supervise Women's Ministry Director and give pastoral oversight to the ministry.
- Oversee Men's Ministry.
- Other duties as required or needed.

Therefore, since we are receiving a kingdom that cannot be shaken, let us be thankful, and so serve God acceptably with reverence and awe!

(Hebrews 12:28)