

Title: Director of Church Operations

Primary Objectives:

The Director of Church Operations, in conjunction with the Pastor and lay leaders, is responsible for the planning, direction and day-to-day management of the following aspects of church operations:

- administration
- personnel management
- finance
- facilities management
- communications
- others as needed

The DCO interacts with church staff, committees, members, and the larger community to effectively manage the day-to-day operations of the church.

Primary Responsibilities:

Provide support, resourcing, and guidance to all support staff and lay leaders involved in the ministries of personnel, facilities management, finance, communications and administration.

1. Personnel

Staff, manage and oversee personnel functions pertaining to all office and support staff in conjunction with the Personnel Committee and Pastor.

- Develop, implement and coordinate policies and programs encompassing all aspects of human resource management related to staff employment, employee relations, wage and salary administration, training, placement, safety and health, benefits, annual reviews and employee services.
- Identify staffing needs and develop plans to address such needs with the Personnel Committee.
- With approval of the Personnel Committee, hire personnel for existing support staff vacancies.
- Address support staff performance issues and implement counseling, discipline and dismissal as required.
- Create and disseminate all announcements to support and program staff regarding wages, hours, working conditions, and any other issues impacting terms of employment, including volunteer service as directed by the Personnel Committee.
- Investigate/resolve internal complaints/issues raised by support staff.
- Coordinate schedule of office coverage and vacations.

2. Facilities Management

Manage the maintenance and upkeep of the WPC campus, including its buildings, grounds, and all equipment contained therein.

- Coordinate and oversee maintenance, repair, and improvement of facility to serve the programs of WPC and the WPC Preschool, insuring that the requirements of outside regulatory agencies pertaining to the facility are met.
- Oversee scheduling use of the facility by WPC and non-WPC groups. Oversee processing of applications for facility usage.
- Ensure compliance with facility use guidelines as established from time to time by the Session.

- d. Recommend and oversee bid/purchase of service, maintenance and improvements contracts, equipment repairs and replacement, and building insurance.
- e. Oversee custodial coverage as required to support events and maintain facility.
- f. Oversee ordering of equipment and materials necessary to support custodial care of facility.
- g. Approve all overtime work for maintenance staff.
- h. Supervise maintenance staff.

3. Finance & Stewardship

Provide fiscal management and supervision of all finance, budget and accounting activities in conjunction with the Pastor, Treasurer, Finance Committee and the Financial Manager.

- a. Identify and initiate strategies to optimize financial and personnel resources of church operations.
- b. In conjunction with the Treasurer and Financial Manager, coordinate and control expenditures, purchase orders and business contracts to insure budgetary compliance.
- c. Serve as Staff to the Finance Committee.
- d. Provide confidential administrative support for the church's stewardship endeavors.

4. Communications

Coordinate all communications activities in conjunction with the Communications Committee and church staff.

- a. Coordinate with staff all church communications activities and program requirements for dissemination of information.
- b. Oversee the vision and maintenance of WPC's web site.
- c. Establish communications policies and procedures for program communications requests and approvals.
- d. Serve as staff to Communications Committee.

Ancillary Responsibilities:

5. Regular Meetings

Participate in regularly scheduled meetings relating to overall Church operations and to specific areas of supervisory and/or advisory responsibilities.

- a. Participate in weekly staff meetings. Provide regular reports as to logistical progress, issues, and/or problems in areas of oversight.
- b. Provide staff support at the monthly meetings of the Finance and Communications Committees. Liaison regularly with the Elders and lay leaders of each of these committees to provide support and direction.
- c. Participate in additional committee meetings as needed.

6. Master Calendar

Oversee the maintenance of the WPC master calendar.

- a. Obtain program dates for the master calendar from lay leaders, program staff and all outside groups using our facility. Monitor and resolve conflicts in program/event dates.
- b. Oversee maintenance and distribution of master calendar to all staff and lay leaders.

7. Computer Network Administration

Supervise the administration of the computer network, along with all software and hardware needs.

8. Staff and Church Events

Provide logistical support for all regular staff and church events.

- a. Supervise the logistical arrangements for all church programs.
- b. Communicate and coordinate with appropriate staff and lay leaders regarding logistical support necessary to accomplish ministry.

Necessary Experience and Knowledge Base

- Experience in operations management preferred.
- Experience and working knowledge of standard computer software and network configuration.
- Effective coach, facilitator, planner, problem-solver, communicator, and team builder.

Characteristics and Qualifications

- Leader
- Dependable
- Flexible
- Patient and compassionate
- Organized

Accountability and Review

The Director of Church Operations reports to the Pastor and is accountable to the Session through the Personnel Committee. Performance review as outlined in the WPC Employee Policies and Practices Manual.

Miscellaneous

This is a full-time, exempt management position, which pays a competitive salary, offers health benefits and vacation as outlined in the WPC Employee Policies and Practices Manual.

Additional information about Westwood Presbyterian Church is available at www.westwoodpres.org.

Please submit cover letter and resume to:

OperationsSearch@westwoodpres.org