

Park Hill Congregational United Church of Christ

Job Description

Director of Operational Ministries

Overview: The Director of Operational Ministries is responsible for the business systems focusing in the areas of office and facilities operations. Supports the staff and Governance Team to develop, and deliver the vision, values, and strategy of the church. Encourages, develops, leads, and organizes office operations, with a specific focus on communication with and between the members of the church and wider community. Cares for the church facility as a primary mode of extending hospitality.

Terms of Employment: Full time, Non-Exempt, Salaried

Reporting To: Pastor

Direct Reports: None

Responsibilities:

Office Management (50% of time)

- Working with church leadership to communicate timelines, concepts, and narrative of church's developing sense of identity
- Maintains the membership and guest records of the church through use of the Servant Keeper Church Management System and sustaining volunteer greeter support for Sunday check-in
- Inputs payroll, track PTO (Personal Time Off) schedules, and conducts background checks on prospective employees
- Coordinates schedules, events, and announcements across various platforms, such as newsletters, social media, church bulletins, and powerpoint
- Commits to supporting and developing teamwork with staff and volunteer colleagues through two staff meetings and one volunteer team meeting a month
- Works with the Tech team to ensure IT, AV, and communication systems are maintained and developed to meet the needs of the church
- Upholds church policies in liaison with the Governance Team

Facility Management (50% of time)

- Coordinates church initiatives, events, and rentals through scheduling, providing set up and break down, and ensures the space meets the needs of the church's expanding mission and vision. Includes moving chairs and tables to and from storerooms and up and down stairs
- Assists the Property Ministry Team to lead vendor management and supervision, including coordinating with contractors on bids, maintenance, and repairs
- Performs maintenance of the property including weekly walkabout of the church to pick up trash, identify repair needs and weekly walkabout through accessible portions of the building checking for water leaks, broken windows, and other issues, and completes a work order for any repairs; monitors supply of toilet paper and paper towels and secures needed supplies; waters indoor plants; loads dishwasher in kitchenette, turns on dishwasher and empties dishwashers in the kitchenette and fellowship hall kitchen

before needed use; and performs light maintenance such as changing light bulbs, tightening screws and bolts, and blowing debris from front entryway

- Brings in packages from outside front door and sorts mail
- Builds and maintains positive relationships with building tenants

Other duties as assigned

Qualifications/Requirements:

- Exhibit high degree of ethical and moral attributes in the execution of responsibilities including the ability to maintain confidentiality
- Exhibit ability to self-manage in the daily operations of the church, take initiative, specifically in development of processes, handle multiple tasks at the same time, prioritize according to time-sensitive needs, remain flexible in a continually discerning workplace, and delegate to volunteers when appropriate for empowerment of membership
- Excellent communication skills - exhibit ability to communicate verbal and written information to the wider church, Governance Team, ministerial staff, guests, and volunteers within the church
- Excellent interpersonal skills – exhibit the ability to lead and be led as part of different working groups, with ability to enthusiastically collaborate, remain approachable, reliable and act with a servant-heart
- Technical skills – must have a strong computer capability, specifically skill in use of Microsoft Suites, Canva and Google Suites (Drive, Docs, Slides, Sheets, etc)
- Strong team player with the rest of the staff and congregation
- Committed to the church’s vision, leadership, and people
- Dependable, responsible, self-motivated and creative
- Pass criminal background check

Benefits:

Paid Holidays, PTO

Special Requirements:

Flexible Schedule; Requires some Sundays and evenings; Some opportunity to work from home

Interested parties can send resumes to pastor@parkhillchurch.org.

Supervisor _____ Title _____ Date _____

Personnel Ministry Coordinator _____ Date _____