



JOB DESCRIPTION

Title:	Operations Director
Department:	Support Services
Reports To:	Lead Pastor
Pay Status:	Salaried-Exempt

General Summary and Objective: Responsible for the oversight of all church operations, including finance, facilities, HR, and IT.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work with Leadership Team to clarify and advance vision, goals, and strategy.
- Operations Role: Oversee 5 primary areas of church function: 1) Finances, 2) Facilities, 3) Human Resources, 4) Information Technology, and 5) Office Management
- Provide top-level leadership and facilitate team-building in the above areas.
- Recruit, equip and empower volunteers and leaders to further the operational aspects of the ministry and mission.
- Prepare the annual church budget with Finance Director, Church staff, and Finance Team. Monitor all church financial statements (Balance Sheet, Income Statements, Cash Flow) on monthly basis.
- Oversee the maintenance, custodial, property care, security, and building usage scheduling for all Crossroads facilities, with Facilities Director.
- Oversee all human resources/personnel functions (salaries, benefit packages, hiring/exiting procedures, performance appraisals, professional development process, job descriptions, and updating personnel manual), with HR Director and Personnel Team. Ensure proper new employee orientation for all Crossroads staff.
- Oversee that church personnel are equipped with necessary computer and technology tools needed for their ministries, the Church Management System is maintained and all communication systems supported, with IT Director.
- Ensure that church office runs smoothly and efficiently, including office equipment and communication systems. Provide on-going training for church staff to ensure best practices.

Additional Responsibilities:

- Serve on the following teams: 1) Lead Team, 2) Personnel Team, 3) Finance Team, 4) Facilities Team.

- With leadership team, help lead monthly staff chapels

Requirements (knowledge, skills, abilities, education, etc.)

- Fully committed follower of Christ
- Champion of vision, values, and culture of Crossroads Christian Church
- College degree
- Ability to work in harmony with other staff members
- Must be capable of clear and concise communication for reporting
- Must be very organized and the ability to multi-task
- Flexible, adaptable, coachable, and teachable
- Demonstrated capacity to lead and administrate
- Strong team building skills and leadership capacity
- Exceptional model of personal integrity
- Minimum two years of experience in Operations preferred
- Knowledge of appropriate computer skills and procedures

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, fax machines and video monitoring.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, use hands and fingers, and reach with hands and arms.

Position Type/Expected Hours of Work

This position is 40+ hours per week. A typical work week is Monday-Friday 8 am-5 pm. Occasional weekends and overtime may be needed.

Travel

This position may require travel for training and conferences. The church will provide a vehicle as needed.

June 19, 2019

The statements listed are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of duties and requirements. This does not establish a contract for employment and is subject to change at the discretion of the employer.