

## **Ministry To State (MTS) CHIEF OPERATIONS OFFICER (COO)**

**Reports To** Chuck Garriott, MTS Executive Director (ED)

**Job Overview:** Provides operational oversight for all MTS ministries. Oversees all policies, provides Human Resources expertise, manages financial issues for all employees, serves at the will of the ED.

### **Position Parameters**

- Part-time (10+ hrs.week) with possible future full-time status
- Work from home with knowledge of Google and Microsoft products
- Salary TBD (All MTS staff raise their own support, if needed)
- Serves as an at-will employee of Mission to North America

### **Responsibilities and Duties:**

- Oversee all ministry operations as guided by the Executive Director.
- Serve as the Human Resources Director
- Approve/Edit MTS Manual
- Engage in all MTS branding activities.
- Ensure MTS adheres to PCA & MNA doctrine and policies.
- Oversee MTS finances
- Sets Salary & Ministry Budget (SMB) for each employee
- Monitors SMB Levels
- Approves the various kinds of vacation and leave per the Manual
- Approves attendance at conferences & other training events
- Oversees MTS “stumbling block” issues (ie alcohol use, professional networking, etc.
- Manages annual Performance Reviews.

### **Qualifications**

- Ordained in the PCA as a Ruling or Teaching Elder
- Served as a leader in the church and secular world
- Earned a Master’s degree
- Understands the PCA’s Mission to North America mission and role
- Active in a PCA church
- Able to effectively work via electronic means (ie Zoom, emails, phone, etc

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