

Lawndale Presbyterian Church

We exist to love God and love others.

We strive to do this by gathering for worship, growing together in grace,
and going out to speak and show the Gospel.

TITLE:	Director of Church Operations
REPORTS TO:	Senior Pastor
RELATES CLOSELY WITH:	All Pastors, Elders, Deacons, Leaders, and Volunteers
HOURS:	Full Time – 40 hours per week
RESPONSIBLE FOR:	Members of the Administrative, Technical, Events, and Facilities Staff
OVERSEES:	Administrative Assistants, Communications Manager, Nursery Coordinator, Events Coordinators, Technical Team, and vendors
PURPOSE:	To help Lawndale Presbyterian Church in loving God and others by leading and supporting the administrative functions of Lawndale Presbyterian Church.

RESPONSIBILITIES:

- 1. Administration:** Oversee the daily administrative operations of the church, working with office staff and ministry leaders to provide for functional programs and ministries; provide the proper tools (computers, software, equipment, training, etc.) in order for staff and volunteers to fulfill their duties effectively and efficiently; review and manage the church calendar; conduct 1:1's with individual staff, reviewing and supporting their goals; coordinate and lead weekly staff meetings and other activities designed to clarify and execute the goals, objectives, and programs.
- 2. Leadership Support:** Support the Senior Pastor in the accomplishment of the church's mission and strategy through ministry effectiveness evaluation, prioritization, discernment, decision making, planning and overall direction of church staff; serve as a liaison between staff and various ministries to the Session and Diaconate; assist the Senior Pastor and other leaders in the annual and long-term strategic planning process.
- 3. Personnel and Policy:** Direct and oversee the human resource administrative needs; develop and maintain the Employee Handbook and church policies and procedures; delegate, interface and work with legal, insurance, and human resource vendors for advice, counsel, and assistance in carrying out the personnel needs of the church; advise the Personnel Committee, and ensure annual reviews are completed.

4. **Budget and Finance:** In collaboration with the Diaconate and their oversight, oversee the preparation and implementation of the budget in conjunction with the Session, staff, and ministry leaders; prepare financial reports for Session, Diaconate, and congregation; selection and oversight of vendors responsible for bookkeeping, payroll, auditing, insurance, banking, online giving system, and Realm (Church Management System); develop and maintain financial policies and procedures.
5. **Buildings and Grounds:** In collaboration with the Diaconate and their oversight, selection and management of vendors and volunteer teams responsible for security, communications, buildings, and grounds; advise Diaconate on status and needs of buildings and grounds; work with Diaconate to review and possibly improve current policies.

SKILLS/QUALIFICATIONS:

1. A shepherd's temperament; servant-leader/mentor attitude and inclination.
2. Demonstrate a growing, sanctifying relationship with Jesus Christ.
3. Must attend worship services regularly, participate as an active member of Lawndale Presbyterian Church, and subscribe to reformed doctrinal standards of the Presbyterian Church in America (PCA).
4. An appropriate educational background (Bachelor, MBA, training, or appropriate life / work experience); experience in business or management is a plus.
5. Ability to supervise staff and understand, motivate, and support ministry leaders in a Christ-like manner.
6. The successful individual must have a proven track record of effective leadership, judgment, and above reproach character.
7. Project management and ability to prioritize and have proficient technology skills
8. A willingness to grow and adapt to the inevitable changes found in a growing local church.
9. Strong interpersonal skills – ability to communicate persuasively and compassionately both orally and in writing.
10. Since we work primarily in teams at LPC, the Director of Church Operations must understand group dynamics and ensure effective consensus building and decision-making.

Inquiries can be sent to Rob Bushway - rob@lawndalepc.com