

# Job Description: Director of Operations

## Overview

The CCB Director of Operations assists the pastors and leads the congregation into an efficient, grace-filled, and God-honoring execution of our ministry priorities, including making the worship of God on Sunday mornings joyful, organized, welcoming, and done with excellence.

## Reports to

Senior Pastor

## Qualifications

- A vital and active relationship with the Lord Jesus Christ
- Agreement with the theology and mission of CCB and the PCA
- Godly character, marked by the grace of Jesus
- Results oriented
- [Hungry, humble, smart](#)
- Organizational proficiency, high emotional intelligence, a collaborative spirit, and a growth mindset
- Willing to become a member at CCB

## Responsibilities

- **Leadership Support:**
  - Support the staff and officers of CCB in accomplishing the church's mission and strategy through prioritization, discernment, decision-making, planning, overall direction of church staff, and evaluating ministry effectiveness.
  - Serve as a liaison between staff and various ministries to the Session and Diaconate.
  - Assist the Senior Pastor and other leaders in annual and long-term strategic planning processes.
- **Director of Sunday Morning Programming:** Make everything about Sunday mornings run with excellence by overseeing the ministry teams (hospitality, messaging, tech, and music) through the leaders of those teams.
- **Director of Welcome and Assimilation:** Create and maintain a welcoming and efficient assimilation process for new members, and recruit and oversee a volunteer team to execute this ministry.

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- **Director of Communications**
  - Facilitate church-wide communication between the leadership and congregation, as well as internal communication between leadership teams.
  - Present the church to our neighbors in a compelling way through the website, social media, and [renewnorthwest.com](http://renewnorthwest.com).
- **Personnel and Policy:**
  - Direct and oversee HR administrative needs
  - 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.
- Develop the health and effectiveness of each of these areas with the outlook that as the church grows, they could eventually be delegated to future staff to oversee.
- Manage church Administrative Assistant, Tech Lead, Music Director, and Bookkeeper.

## Hours & Compensation

This position is full-time, exempt, Sunday through Thursday. Starting salary is \$55K-\$70K depending on experience. Benefits include health insurance, 3% matching retirement after 1-year of employment, two weeks of paid vacation, and one week of paid development time.

To apply, send a cover letter and resume to [jobs@christchurchbellingham.org](mailto:jobs@christchurchbellingham.org).