
EXECUTIVE DIRECTOR OF OPERATIONS



BASIC FUNCTION

The Executive Director of Operations stewards the operational efforts and infrastructure of the church, while providing operational support for officers, ministerial staff, volunteers and church members. The Executive Director of Operations is responsible for a broad range of administrative, leadership, and managerial duties involving church and Zion Christian Academy operations including, but not limited to: employee management, volunteer management, facilities, finances and communications. These responsibilities and ministries will be carried out within the philosophy of ministry and the vision cast by the Senior Pastor and the Session.

HIRED BY

The Session of Zion Presbyterian Church

REPORTS TO

Senior Pastor

GENERAL RESPONSIBILITIES

The Executive Director of Operations is responsible for connecting Zion Presbyterian Church's vision with its ministries, including Zion Christian Academy, and operational areas for strategic alignment under the oversight and ownership of the Session and Senior Pastor. These responsibilities include, but are not limited to:

- Maintain one's own spiritual growth and integrity in Christ both personally and with one's family, especially in public worship, private worship and family worship, and with accountability;
- Supervise employees and volunteers responsible for the operational functions of the church and help to maintain the spiritual and relational well-being of the staff and volunteers;
- Oversee daily operations of the Business Office and physical plant, including:
 - Implement and supervise all personnel policies (in cooperation with the Head of School for ZCA staff)

- Manage the physical plant of the church and school facility, schedule facility use, and supervise custodial staff
 - Purchase all necessary office equipment and office supplies
 - Manage insurance and all legal policies
 - Provide direction, accountability, and reporting for the financial and human resource functions of the church and its ministries.
- Assist and support the ministries in all administrative and operational functions;
 - Assist ministries in the development and evaluation of annual strategic goals according to the ministry plan;
 - Oversee annual reviews for the church ministry staff and volunteer leadership in coordination with direct supervisors;
 - Oversee and coordinate the overall ministry finances, including ZCA.
 - Coordinate with appropriate individuals in setting Session meeting agendas, other pre- and post-meeting work, and maintaining clear communication between the Session and the ministries;
 - Set agenda for and lead regular monthly all-staff meetings; and
 - Be available to assist with various duties and special projects assigned by the Senior Pastor.

QUALIFICATIONS

Education: Must have a minimum of a Bachelor's Degree.

Work Experience: A minimum of 5 to 7 years experience in a similar leadership role.

Salary Range: \$85,000-95,000.

To Apply: Send a resume and cover letter to Ryan Brown, rdbrown1212@gmail.com

FOUNDATIONAL PRINCIPLES

A successful candidate for the Executive Director of Operations position will embody the following foundational principles:

- Maintain a high level of integrity and confidentiality where sensitive information is known;
- Exhibit excellent interpersonal skills and professional demeanor;
- Work as a team with the pastors, staff members, officers, committees, and volunteers;
- Set a high standard of professionalism within this team environment, with the goals of glorifying God in all the office work and encouraging staff in their personal walks with Christ.
- A heart for the gospel of God's grace and the mission of ZPC – to join Jesus in his mission to reach the lost and to equip the saints to worship and serve.

To Apply, please contact Ryan Brown
931-982-0597 rdbrown1212@gmail.com