

# 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 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.*
- **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 it*
- **Director of Communications**
  - *Ensure church wide communication between the leadership and congregation, as well as, between the leadership teams with each other*

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- *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 the human resource 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 over those areas*
- *Manage church Administrative Assistant, Music Director, Tech Lead, 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).*