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**
- **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.