



Director of Operations

Director of Operations

The Director of Operations reports to the pastor and is responsible for a broad range of administrative, leadership, and managerial duties involving church operations including, but not limited to, the following areas: strategy; employee supervision; facilities; Human Resource functions; finances; communications; Diaconate.

Consistent with the mission and vision of Christ the King Presbyterian Church, the Director of Operations provides direct supervision to the Director of Outreach, Director of Worship, Director of Kids' Ministry, Building Coordinator, Communications Coordinator, and all contractors (finance, legal, cleaning services, building repair); works with the contract Accountant and the Diaconate regarding the church budget, finances, and financial reporting.

Mission, Vision, and Philosophy of Ministry Assumptions

As a mature follower of Jesus Christ who is actively involved at Christ the King Presbyterian Church, the Director of Operations embraces and seeks to put into practice the mission, vision, and philosophy of ministry established by the Senior Pastor and Elders.

Responsibilities and Duties

- Close collaboration with Senior Pastor in setting and driving organization vision, operations strategy, and strong team culture. Direct day-to-day operations of the church; plan for the expected and respond to the unexpected.
- Strategic leadership that translates the church's vision into concrete, measurable steps for growth. Implement organization-wide goal setting and management.
- Organize and run effective, efficient staff meetings that lead to smooth implementation within an engaged, appropriately challenged, motivated culture.
- Oversee Sunday morning operations. This includes ensuring service excellence, welcoming, volunteer oversight, and the overall high-quality experience of visitors and members to increase opportunities for true connection and growth.
- Provide oversight regarding employee adherence to Employee Handbook policies and procedures and church calendar coordination.
- Provide direct supervision for the Building Coordinator to ensure maintenance and cleanliness of church physical premises as well as implementation of facility improvement projects.



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- Provide direct supervision for the Communications Coordinator to ensure regular and consistent internal and external communications.
- Recruit, hire, train and evaluate all direct report positions.
- Oversee and/or facilitate appropriate operational processes (safety, legal, financial, etc.).
- Administer leases and maintenance agreements for office and building equipment.
- Review and approve all contractual agreements.
- Initiate and oversee annual budgeting process and coordinate with church Accountant and Deaconate.
- Serve as liaison to lay ministry teams and provide administrative support as needed.

Qualifications and Skills

- A spiritually mature and compassionate Christian leader with a grace orientation, a big view of the Gospel, and a life characterized by personal prayer and Bible study who embraces reformed theology.
- Proven management, organizational and administrative skills.
- Excellent interpersonal and communication skills.
- A collaborative and positive team player.
- At least five years of experience in a church, nonprofit, or corporate management and operations role.

How to Apply

- Please submit the following to careers@ctkraleigh.org by February 12, 2023.
 - Resume
 - Cover Letter
 - 3 References