

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. This includes making the worship of God on Sunday mornings joyful, organized, welcoming, and done with excellence, and ensuring excellent communication throughout the church (staff and congregation).

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
- Experienced in organizational leadership and management
- Results oriented
- Organizational proficiency, high emotional intelligence, a collaborative spirit, and a growth mindset
- Perceptive in identifying problems, being comfortable with conflict, calling out and solving personnel problems in a practical and healthy manner
- Willing to become a member at CCB
- [Hungry, humble, smart](#)

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, support, advise and coordinate the various CCB committees to ensure they are effectively accomplishing their objectives in an effective and transparent manner.
 - Holds the leadership team accountable for achieving agreed upon commitments.
 - 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.

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- Integrate all ministries in accord with our Core Values and strategic plan.
- **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.
- **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.
- **Personnel and Policy:**
 - Manage church Administrative Assistant, Tech Lead, Music Director, and Bookkeeper.
 - 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 (items **bolded** above) with the outlook that as the church grows, they could eventually be delegated to future staff to oversee.

Hours & Compensation

This position is full-time, exempt, Sunday through Thursday. Starting salary is \$60K-\$90K depending on experience. Benefits include health insurance, 3% matching retirement after 1-year of employment, three weeks of paid vacation, and one week of paid development time.

To apply, send a cover letter and resume to jobs@christchurchbellingham.org.