

Sycamore Presbyterian Church

Position Title: Operations Manager

Position Purpose: The Operations Manager works under the direction of the Lead Pastor to execute the Session's Vision & Values for Sycamore in developing systems, initiating projects, and creating and maintaining an infrastructure to further the Ministry Staff's goals. This role will build teams, implement ministry plans, and help equip the congregation. The Operations Manager makes sure priorities are achieved!

Position Qualifications: Minimum of 5-years' experience in operational leadership. Experience in church operations and a bachelor's degree are preferred.

Responsibilities:

Operations

- Lead and develop all operations staff in conjunction with the Personnel committee (Administrative staff, Sexton, Communications Coordinator, etc.).
- Coordinate volunteer-led activities of Sunday morning worship. (Ushers, sound booth, slides, servers). Coordinate other aspects of Sunday morning worship (Planning Center, IT/AV/technology), as well as church events, midweek ministries, and other duties as assigned.
- Along with other staff, implement a comprehensive strategy for assimilating repeat visitors into the life of Sycamore.
- Oversee all church financial systems, including coordinating with the joint elder/deacon Finance Team for the annual FY budget process.

Ministry Support

- In partnership with staff, coordinate volunteer recruitment and scheduling for weekly needs and special events. (Ushers, FIT Team, Nursery, etc.)
- Support Ministry staff in event planning and execution.
- Develop, implement, and maintain efficient operational infrastructure to enable effective ministry execution (e.g., project management, website/social media, internal/external communications, building technology/security).

Diaconate Support

- Under Diaconate supervision, support Diaconate in writing, submitting, and championing capital improvement proposals.
- Be the primary staff contact for the Diaconate's building & grounds maintenance and improvement plan.
- Ensure implementation and maintenance of the Diaconate's safety and security efforts.
- Under Diaconate supervision, support the Diaconate in all aspects of Facility Use agreements.
- In conjunction with the Sexton and office administration, provide on-site facilitation of third-party contractors performing work on the building and grounds, as directed by the Diaconate.
- Present monthly report to Diaconate and Session.

Key Relationships:

- Report to Lead Pastor
 - Work collaboratively with the Lead Pastor, Session, and Diaconate striving together for unity toward the vision of the church.
 - Assist Lead Pastor directly, as needed.
- Collaborate with other ministry staff and leaders.
- Integrate well with church staff; attend staff meetings and other staff functions.
- Regular, visible participation in broad congregational life.

Competencies and Expectations:

1. Relationship with Jesus Christ evidenced by action, attitude, and character.
2. Ability to fully embrace the vision, values, and culture of Sycamore Presbyterian Church.
3. Proven track record of operational competency as an analytical problem-solver.
4. Basic accounting knowledge.
5. Reliable, trustworthy, and self-starter who follows through on details.
6. Able to embrace innovation, creativity, and to make changes quickly.
7. Wise and discerning using appropriate judgment, discretion, sensitivity, and confidentiality.
8. Strong interpersonal skills with the ability to maintain healthy relationships.
9. Experience in coordinating facility use, maintenance, and customer/member management.
10. Ideal candidate will have experience in recruiting and coordinating volunteers.
11. Ability to pass background check/drug test.

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