



# Director of Operations

## **Job Summary**

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: employee management; volunteer management; facilities; Human Resource functions; finances; communications; Diaconate.

The Director of Operations is responsible for implementing the vision and ministry of the church within its Philosophy of Ministry (POM) as cast by the Senior Pastor and Session. The Director of Operations functions essentially as a Chief Operating Officer (COO) to the church. The Director of Operations will have oversight of staff and pastors except the Senior Pastor. The Senior Pastor retains oversight of Assistant and Associate Pastors concerning the ministry of the Word and Sacraments.

Consistent with the vision and mission of Christ the King Presbyterian Church, the Director of Operations provides direct supervision to the Outreach, Facilities, and Communications Coordinators and the Directors of Kid's, Youth and Worship ministries. The Director of Operations is responsible for human resources and finance and budgeting functions as well as oversight of all contracted services including but not limited to legal and accounting services.

## **Ideal Profile**

CtK is looking for a true leader of leaders with strong people skills who demonstrates a high level of follow-through. Our ideal candidate knows how to motivate and encourage volunteers, how to motivate and develop staff, how to streamline processes, and how to execute his or her mission with excellence. Demonstrated real-world experience and effectiveness is a must for this position. The ideal candidate is a leader of leaders.

## **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**

- Implement the vision and goals of the church. Act as the prime mover with the church staff and ministry leaders in aligning all plans and actions with the vision while strengthening culture and improving communication.
- Direct day-to-day operations; plan for the expected and respond to the unexpected.



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- Provide strategic operational 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 service excellence, welcoming, volunteer oversight/management, 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.
- Recruit, hire, train, manage, and evaluate all direct report positions.
- Oversee/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 the Church Accountant and Diaconate.
- Serve as liaison to lay ministry teams and provide leadership 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 leadership, organizational and administrative skills.
- Excellent interpersonal and communication skills.
- A collaborative and positive team player.
- At least five years of experience in an operations role with direct responsibility for staff.

## How to Apply

Please submit the following to [careers@ctkraleigh.org](mailto:careers@ctkraleigh.org) by **April 30, 2023**:

- Resume
- Cover Letter
- 3 References