



# REDEEMER INDIANAPOLIS

**Job Title:** Assistant Director of Operations

**Reports to:** Director of Operations

**Hours/Week:** Salaried, (40)

**Direct Reports:** Finance Assistant

**Primary Areas of Responsibility:**

1. Financial Oversight (70%)
  - Responsible for payroll, including processing and all appropriate tax filings
  - Responsible for accounts payable entry and oversight
  - Provide regular financial reports to staff, elders, and other ministry leaders
  - Lead annual budget and audit/review processes
  - Maintain and enforce financial policies and best practices
  - Oversee all financial aspects of Redeemer's central services for its church plants and daughter congregations
  - Point person for all finance-related vendors
  - Additional projects as needed
2. Human Resources (15%)
  - Work with relevant parties to regularly evaluate and update the Employee Handbook
  - Hiring, onboarding, and offboarding procedures
  - Oversee annual review process for all staff including follow-up to action items and goals
  - Support and work with supervisors to make sure direct reports have clarity on duties, goals and professional development plans
3. Stewardship & Generosity (10%)
  - Provide regular communications to givers about their giving
  - Additional stewardship and generosity projects as needed
4. Office Management & Other Projects (5%)
  - Ordering office supplies/furniture
  - Maintaining a welcoming office space for staff and visitors
  - Training & Compliance for child safety and G.R.A.C.E certification
  - Special projects as assigned

**Expected Outcomes for Redeemer:**

- Accurate and efficient financial reports, minimal budget variances
- Employees and vendors are paid accurately and timely
- Employees understand what is expected of them and feel valued in their respective roles
- Employees have the skills and supplies they need to excel at their jobs

**Monthly commitments:**

- Attends all-staff meetings
- One-on-One meetings with Director of Operations
- Exec Team meetings
- Attends Session meetings as needed

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## ASSISTANT DIRECTOR OF OPERATIONS JOB PROFILE

A job description is great at listing the tasks and responsibilities for a job, but we want to help you get a sense of who we are, what it is like to work at Redeemer, and what success looks like. This job profile is designed to answer those questions.

### ABOUT US

Redeemer is an urban church near downtown Indianapolis. For over twenty years, we have been focused on connecting people to Jesus who is bringing wholeness to the city. To help focus us on this mission, we always keep seven values in mind.

#### *Transforming Safety of The Gospel*

Without the peace that comes from being completely forgiven, loved and adopted, empowered, and anointed through faith in Jesus's death and resurrection, there can be no genuine healing, no other-centered love, or relationship. Without the gospel, all religion is self-centered and is fuel for greater pride, leading to comparison, competition, and struggles for power.

#### *Life-Giving Authority of Scripture*

We believe that God is vastly different from us, that his thoughts and ways are beyond our comprehension and far more superior in wisdom and beauty than can be stated. For this reason, we look to him while not setting aside our intellectual integrity. Because of what he has proved in Jesus, we trust his unchanging goodness and yield to his word as our authority in life and in what we do. It guides, instructs, redirects, and rebukes us. And in all of this, we find exceedingly more life, freedom, self-realization, satisfaction, and abiding peace than if we were to depend on our own blind perspectives.

#### *Thoughtful, Expectant Worship*

Because of our relationship with the most beautiful, satisfying being in the universe, we treat our worship together as the center of our life. We expect to interact with the living God when we are together. We know that he will be intimately at work in each of us and at the same time be at work mysteriously through us for the benefit of each other. Because of this, we want every layer of our worship to point toward the complete truth of who God is, and for it to engage our affections, our thoughts, and our will. Worship then becomes the fountainhead from which we work, give, care, and rest.

#### *Meaningful Relationships in Community*

We don't merely want a social community. Hanging out and having fun are great blessings but we want a place where people are known for who they truly are in the raw, and are loved

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in that place. Because we are all wretches who have been rescued, there is no “them” in our community. There is only “us”, the sinners saved by grace, and that is the most essential story that we all share. We work to not relate merely based on personal tastes, career, style, or any other surface connection, but because we all have the same life-altering relationship with Jesus. That enables us to engage more profoundly with one another and be cared for by one another without embarrassment or fear.

## *Creating Beauty Where We Are*

God did not just save us from our mess, he also has called us into what he is doing in the universe. He carefully stitched each of our souls together to show the unique facets of his glory and then gave himself to buy us back from our self-inflicted ruin to send us out in his redemptive purpose. We are to bring everything we are (our intellect, organization, creativity, spreadsheets, songs, education, mechanical ability, tender spirit) into every situation and look to the Lord for what he wants us to bring there. That means our work, school, home, studio, dog walk route, apartment complex, and bus commute all need our full attentiveness as to how we can be ambassadors of a heavenly kingdom here on earth.

## *Respectful Evangelism*

As our hearts continue to grow in our love and compassion towards those around us, we also want them to know Jesus, who is the answer to everything that they are seeking in life. Because it is God who draws a soul to himself, we know that our role is to share about what Jesus has done for us with the people around us. We are not driven by self-achievement or fear of God’s disapproval. Rather, we seek to be faithful in giving the knowledge of Jesus that we ourselves were given, with all respect and patience as we look for God to be at work in those around us.

## *Desperate Dependence on Jesus*

There can be a tendency to think that once we come to Jesus and get sorted out, we will finally have the independent life that we’ve always wanted. That is not our vision of wholeness and, in fact, treats Jesus as a tool for our happiness. True spiritual maturity is growing in the understanding of how there is nothing good that we can do without Jesus. Therefore, we strive to grow in seeking God through prayer and looking to his Holy Spirit to guide and direct what we do in our individual lives and what we do as a whole community.

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## WHY WE'RE HIRING

Our current Assistant Director of Operations has decided to focus more directly on family commitments during this next chapter of life. Her departure leaves a big hole in our team. We are looking for someone who can build on her success, especially in the area of finance.

The Redeemer Operations Team handles finance, HR, IT, communications, facilities, and additional work helping staff members plan and execute various ministry initiatives. The Assistant Director of Operations will primarily be responsible for finances but will also be asked to help with various other projects throughout the year. Depending on the applicant's background, we are open to shifting some of the other non-finance work in the job description.

## WHAT YOU BRING TO THE JOB

You like bringing systems and organization to busy, sometimes complicated environments. Managing the finances of a \$3 million+ organization (along with its daughter churches and church plants) can be complicated. You can build on current processes/systems and establish new ones to help us run effectively and to help our ministry staff steward the financial resources they have.

You like collaborating with a range of people. Our ministry staff are highly creative and have big plans for their ministries. This role is part of the Operations Team, a group that exists to help make these plans a reality. We often have limitations that make this challenging. We have a finite amount of space. Things cost a lot more than initially planned. You are undaunted by these roadblocks. You like collaborating with team members to figure out how to make something work, even if our original plan is not feasible.

You are good at communicating with others. Communication takes multiple forms. It can be keeping people up-to-date on the status of their requests. It can be delivering bad news like we need to move to plan B (or plan C). It can be addressing interpersonal issues. It can also involve working with others to ensure you have all the details you need to do your job. Whatever shape it takes, you are someone who values clear and timely communication and sets an example of that to others.

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## THE TEAM

As mentioned above, this role is part of the Operations Team, a group that exists to help make ministry plans a reality. This team includes:

- Ben Reed (Pastor, Director of Operations): Ben helps set the team's direction. He serves as a sounding board for the team members and helps them prioritize and problem-solve. Ben often takes on the persona of a beleaguered father, wondering how his kids (the Operations Team) have so much more energy than him.
- Caleb Dierlam (Facilities Manager): Caleb oversees the building and grounds. Yes, it is as overwhelming as it sounds. No, he does not seem phased by it. We don't know how he does it, either.
- Caleb Keitt (Communications Coordinator): If it is communications-related (website, print, video, social media, etc.), Caleb has a hand in it. Caleb is hands down the coolest person on staff. (And yes, there are two Calebs on staff. We are still taking submissions for nicknames to differentiate them.)
- Cathy Pia (Finance Assistant): Cathy helps keep our finance department running. You will love working with Cathy because everybody loves working with Cathy.
- Jesse Yeomans (Facility Team Member/Hospitality Coordinator): Jesse has enough joy and positive energy for the entire team. He spends most of his time helping Caleb with the building but also spends half the Sundays running our Sunday morning hospitality.
- Amy Heitzman (Facility Team Member): Amy is the newest member of our Facilities Team. She probably has the best sense of humor on the Facilities Team, which is important when dealing with a 125-year-old building.
- Katie Ito (Hospitality Coordinator): Katy will be joining the team in September to split the Hospitality Coordinator duties with Jesse. We are excited to see what Katy brings to the team.

## BENEFITS

We have worked hard over the years to provide competitive compensation packages. For full-time staff, this currently includes:

- Medical Insurance (Redeemer pays 100% of the premium)
- Dental Insurance (Redeemer pays 100% of the premium)
- Health Savings Account (HSA) match (Redeemer matches your contributions 1:1 up to the legal cap)
- Retirement match (Redeemer matches your contributions 2:1 - we contribute \$2 for every \$1 you contribute - with our contribution capped at 8% of your salary)
- \$50/month stipend to offset the cost of your cell phone plan
- 4 weeks Paid Time Off (PTO)

If you think this job is a great fit, please send your cover letter and resume to Ben Reed [[ben@redeemindy.org](mailto:ben@redeemindy.org)].

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