



"We exist to love God, ourselves and others -whoever, however and wherever they are- with a love that transforms us all."

Position Description - Church Operations Manager

Updated and Approved: 4/11/19

Signatures: _____
Employee Sr. Pastor Chair, Personnel

Reports To: Sr. Pastor Status: Full Time, exempt, benefits

POSITION SUMMARY: The Church Operations Manager oversees the church building, office and scheduling of rooms and events and helps design tactical facilities and administrative processes that allow for radical hospitality and Second’s mission to thrive.

LEADERSHIP AND WORKPLACE CULTURE:

- Uphold and ensure the mission and values of the church at all times. Ensure all activities and conduct are compliant with church policies, as well as all relevant laws and regulations. Model the values and the mission of Second at all times and act as good steward of the church’s resources.
- Engage in professional development activities when possible to remain current with evolving trends and practices.
- Demonstrate behaviors that are in line with our staff covenant (available separately), contribute to team cohesion and result in a positive, collaborative, effective work environment.

RELATIONSHIPS:

1. Develop and maintain respectful, courteous, collaborative and professional relationships with church staff, leaders and volunteers. Also, recognize that this city is our parish and we are committed to loving and serving those who are not members of our church and welcoming and reaching out to all of God’s children.
2. Attend weekly staff meetings giving reports and updates. Meet twice a month with senior pastor to review activities and projects related to church operations, staffing and programming.
3. Meet with the Business Manager twice a month to cover financial matters including managing facilities and custodial staff budget and designated expenditures
4. Oversee and meet weekly with building manager (lead custodian) to offer support, evaluate performance, update schedule and prepare for upcoming events. Also oversee custodial staff, cleaning service (if applicable), contractors, etc. Closely monitor schedules to ensure adequate building coverage.
5. Work closely with moderator of Buildings and Grounds Committee to prepare agenda for and help run B&G meetings.
6. Attend Session (Elder board) and Seasonal Leadership Team meetings and, when necessary, other planning meetings such as Art on Oak and Journey to Bethlehem.

7. Develop, maintain and regularly review contracts and effective working relationships with key external service providers critical to the efficient operation of the church.
8. Maintain and foster relationships with our neighbors (Crestwood shops, Crestwood homes association, etc)

MAJOR RESPONSIBILITIES:

1. Administer the business affairs of the physical properties, including maintenance and oversight of all equipment related to building and grounds.
2. Manage files and records. (Building Use forms, contracts, project planning forms, invoices, building agreements, Property Use agreements, Visa expenditures)
 - Develop and update policies concerning the building, property, computer and related procedures. Continue to move all building use forms and payment to web-based platform so invoices and schedules can be automatically updated and generated.
3. Solicit bids on service contracts in anticipation of expiration. Oversee invoices and contract work. Meet with vendors about jobs as needed and with service contract managers for yearly reviews.
4. Provide project management for facilities initiatives by planning step-by-step actions, determining funding sources, securing bids, estimating expenditures and managing the onsite work.
5. Monitor the custodial salary budget and hourly restrictions for part-time workers.
6. Assess and update rates for groups (per event) to cover building use custodial hours and other building services. Clearly communicate information to all involved groups and Business Manager for invoicing and tracking of payments and receipts.
7. Maintain and oversee the church calendar in CCB.
8. Work with B&G chair and other staff to develop the Building and Grounds budget, evaluating previous expenses and adjust yearly budget as necessary
9. Technology network systems – troubleshoot or arrange for technical services and assistance. Keep the Network Use Policy updated and distributed to new staff.
10. Serve as Initial point of contact for weddings and funeral and oversee wedding and funeral directors.
11. Monitor and oversee entrances and building security.
12. Other responsibilities as assigned.

PERSONAL QUALITIES AND EXPECTATIONS:

- Leadership abilities and experience with managing others; aptitude for strategic thinking
- Appreciation for and commitment to the Christian mission of Second Presbyterian
- Responsible, self motivated and timely
- College degree or equivalent education and experience
- Working knowledge of and comfort with large building systems and new technologies
- Availability to work at least two Sunday mornings per month and ability and willingness to work a flexible schedule to ensure evening and weekend hours are covered
- Engaging personality and ability to listen to and communicate well with other

If Interested: Submit cover letter and application to staffopening@secondpres.org