

FCC Operations Manager – Final Job Description

The FCC Operations Manager will be responsible for the overall leadership and direction of the church operations. This includes finance, development, administration, communications, human resources, facilities, and operations. As a member of church staff, the Operations Manager will work alongside the Lead Pastor, Executive Committee, Church Council, Trustees, and fellow staff members to pursue the church's vision, in keeping with our mission, culture and values.

Primary Responsibilities

The position will report directly to the Lead Pastor and requires 40-50 hours per week in a normal week, and will include but is not limited to the following essential job functions:

1. Support the Lead Pastor in the accomplishment of the church's mission through ministry-effectiveness evaluation, discernment, decision-making, planning and overall coordination of church staff activities.
2. Supervise select church staff to effectively ensure and serve as wise stewards of the church's resources and facilities.
3. Partner with the Church Council Chairperson, Trustees Chairperson, Personnel Committee, Investment Committee, Endowment Committee, Garden & Landscape Advisory Board Chairperson, Director of Building and Grounds, Construction Committee, Aesthetics Committee, Parsonage Committee, future building programs, so that all financial and facilities matters of FCC are aligned, coordinated, and communicated.
4. Interface with other Committee chairpersons to facilitate key linkages and positive interactions among committees.
5. Assist Council President and Trustees Chairperson in preparing for monthly meetings.
6. Fully committed to, and instrumental in facilitating a team-based environment.
7. Instrumental in the annual strategic-planning process.
8. Establish and maintain a set of key performance measures that provide the Lead Pastor and church staff with ongoing visibility of the effectiveness of all functional areas of the church.
9. Implement necessary processes to assure congregational health and efficiency in a large church setting.
10. Ensure the church's operational readiness through leadership and oversight of the support staff performing duties in administration, finance, human resources, development, supplies and facilities management.
11. Work with Trustees and council on development and implementation of an annual congregational stewardship program based on ministry and facility plans.
12. Lead hiring initiatives in cooperation with the Lead Pastor that are based on FCC's strategy and fit.
13. Ensure that staffing, facilities, finances and programs are appropriately and effectively aligned to best meet the church's strategic goals.
14. Ensure that appropriate processes, policies, controls and oversight are in place to deliver on all financial, legal and operating standards.

Core Competencies and Values

- A heart for God that is evidenced by proven character and a spiritual-mindedness that understands that “apart from Christ we can do nothing”
- A person of integrity, authenticity, and transparency, marked by humility and a servant’s heart.
- A compassionate person who seeks to empathize and understand the hearts of others.
- A servant whose love for the gospel and heart for the lost is evident to others.
- Able to model, motivate, lead and train others in Christian service.
- A biblically based approach of wise management in a church setting.
- Strong gifting in coaching goal development and implementation strategies that are in keeping with the vision, mission, discipleship process, values and culture of FCC, and then the corresponding ability to evaluate success.
- Ability to establish and maintain appropriate standards for the accomplishment of ministry in a way that honors both God and people.
- Personal initiative and diligence that produces follow-through in tasks.
- Collaborates well in groups: valuing people, affirming diverse gifts and compromising appropriately.
- Demonstrates commitment to the FCC vision, mission, values & team culture.
- Demonstrates passion for going above and beyond expectations.
- Is a leader of leaders – develops staff, volunteers, and lay leaders effectively.
- Demonstrates humility in words and actions.
- Works well with others; gives and receives feedback constructively and resolves conflict effectively.
- Displays flexibility and adaptability; able to pivot quickly and flourish in an ever-changing environment

Qualifications

- A personal and maturing relationship with the Lord Jesus Christ.
- A minimum 5 years of experience at a church in a leadership/officer/staff position, or similar experience in a field or position that required compatible skills and character.
- Bachelor’s degree required and graduate degree preferred.
- Models elements of Emotional Intelligence and promotes healthy relationships.
- Strong interpersonal skills – ability to communicate persuasively and compassionately both orally and in writing.
- If married, a strong marriage and family life that is visible to others.
- Prior experience leading and developing staff and volunteer leaders.
- Strong working knowledge of communications.
- Expertise in Human Resources preferred.
- Track record in financial development.
- Proficiency with MS Office 365, Excel, and Payroll services.
- Agreement with all aspects of FCC’s Statement of Faith.