

St. Peter Lutheran Church & School

Position Description



Position: Director of Operations (DOO)

Accountability: Senior Pastor

Position Description: The Director of Operations, part of the Ministry Leadership Team, is responsible and accountable for the day-to-day finances, operations, and effective management of the administrative, facilities, and information systems of the church and school, allowing staff to focus on their specific areas of Ministry responsibility. The broad role of DOO is to help empower people in their ministries and to work collectively in a spirit of unity and excellence.

Supervision: Liaisons with and provides constructive feedback regarding the operational and financial functions of the Ministry Leadership Team. Provides primary supervision of maintenance/properties, custodial and some support staff. The Senior Pastor will have the sole responsibility to provide leadership for all Ministry activities. The Ministry staff will function under the direction of the Senior Pastor.

Responsibilities:

Financial:

- Responsible for all aspects of business operations and activities
- Annually compiles a fiscally responsible budget with the Ministry Leadership Team. Submits budget in timely manner to Senior Pastor and ultimately the Church Council for review and final approval
- Annually compiles Capital Expenditure Budget working with Ministry Heads. This will be for 1 year with the intent to project needs out to at least 3 years.
- Ministry Heads are accountable for adherence to their respective departmental budgets. DOO will provide timely and transparent information to assist in this regard.
- Process and file all necessary governmental forms including but not limited to FICA and W2's
- Will ensure all payroll is issued in accordance with the current payroll schedule and rates. Any payroll rate adjustments require Sr. Pastor approval
- Oversee and manage the purchasing process of all St. Peter Lutheran Church and School Ministries – For all Non budgeted Capital Expenditures, begin to use and manage the new bidding process in place as created by the Church Council.
- Management of accounts receivable and payable
- Ensures that member giving is properly recorded
- Manages investments and special funds. No transactions or adjustments can be made without Senior Pastor approval.
- Prepares financial reports as requested
- Works under St. Peter Financial Policy & Procedures
- Facilitates strategic planning and congregational fundraising activities. Plans and executes capital campaigns with Sr. Pastor, committees and possible outside resources.

Administrative:

- Administer church policies and procedures - This would include the St. Peter Employee Handbook as well as any other policy document that the Church Council might develop.
- Staff resource for employee benefit information as needed.
- Assist Senior Pastor in hiring and supervision of support staff as requested
- Organize ongoing training and development of clerical, custodial and support staff as needed
- Establish and supervise all support staff assignments. Identifies appropriate timelines for implementation and completion of assignments
- Assist Senior Pastor and all Ministry Heads as needed in compiling and completing annual performance reviews of all staff

Property:

- Works closely with the Maintenance/Properties Ministry to ensure proper buildings and grounds maintenance and upkeep. Provides a clean, well-kept and safe environment for employees, students, members and guests of the congregation
- Review and update as applicable Maintenance Request protocol for prioritization, assignment, and completion.
- Evaluates and manages strategic partnerships involving the use/rentals of St. Peter property including pricing and agreement terms.
- Responsible for negotiation, review of and adherence to all campus contracts, including but not limited to snow removal, lawn maintenance, heating and air conditioning, elevator and insurance
- Security - Review all current security and safety procedures with intent to update and improve upon as applicable.

General Responsibilities:

- Supportive working relationship with Senior Pastor and all Ministry Heads creating an environment of open and honest communications.
- Meet regularly with the Senior Pastor to provide operational updates and discuss moving forward actions.
- Provide overall direction for the church and school in areas of finance, human resources, and business affairs of the church and school. (detail in appendix)
- Performs other related duties as requested
- Assures compliance with all regulatory agencies

Ministry Responsibilities:

- Participates in ministry assignments as mutually agreed upon with the Senior Pastor
- Attends Ministry Leadership Team meetings as required
- Works closely with congregation volunteers and others as applicable
- Demonstrates an understanding of and models the mission and core values of St. Peter Lutheran Church through behavior and attitude

Position Requirements:

- Strong Christian background
- Graduate of an accredited college or university with a minimum of bachelor's degree. Emphasis in business/accounting
- Displays ability to understand and interpret financial reports. Converts information into actions for staff
- Minimum four years experience in the same organization. Experiential focus in one of the following disciplines: accounting, business administration/management, fundraising, or property management/maintenance
- Excellent communications, management, and organizational skills
- Flexible hours that accommodates the multiple responsibilities within the organization

Salary and Benefits:

- Salary commensurate with experience
- Concordia retirement and health plan benefits offered