

# CHURCH AT VIERA

Job Description Form



Job Title	Operations Director	
Reports To	Lead Pastor	Rev Date Approved:

Level/ Grade	Type of position:	
	<input checked="" type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Exempt
	<input type="checkbox"/> Part-time	<input type="checkbox"/> Nonexempt
	<input type="checkbox"/> Intern	

## PURPOSE OF POSITION

The Operations Director will play a pivotal role in ensuring the smooth and efficient functioning of all operational and financial aspects of our church. This individual will provide strategic leadership and oversight to optimize resources, manage budgets, and streamline processes to support our mission and vision. The Operations Director will report to the Lead Pastor.

## JOB RESPONSIBILITIES

### Financial Leadership

- Develop and manage the church's annual budget in collaboration with the leadership team.
- Monitor income, expenses, and cash flow to ensure financial stability and compliance with regulatory requirements.
- Prepare financial reports, forecasts, and analysis for presentation to church leadership and stakeholders.
- Oversee accounts payable and receivable processes, ensuring accuracy and timeliness of payments and receipts.
- Implement internal controls and best practices to safeguard church assets and minimize financial risks.

### Operations Leadership

- Streamline administrative processes and procedures to enhance operational efficiency.
- Coordinate facility management, including maintenance, repairs, and security to ensure a safe and welcoming environment for worshipers and visitors.
- Manage vendor relationships and negotiate contracts for goods and services to achieve cost savings and quality standards.
- Develop and maintain organizational policies and procedures to promote transparency, accountability, and compliance with legal and regulatory requirements.
- Oversee HR functions, including payroll administration, benefits management, and compliance with employment laws and regulations.

### Strategic Planning and Leadership

- Collaborate with the senior leadership team to develop and implement strategic initiatives that support the long-term goals and objectives of the church.
- Provide financial and operational insights to inform decision-making and resource allocation.

Job Title	Operations Director	
Reports To	Lead Pastor	Rev Date Approved:
	<ul style="list-style-type: none"> <li>Serve as a trusted advisor to the pastor and board of directors, offering expertise and guidance on matters related to finance, operations, and risk management.</li> </ul>	
<b>EDUCATION</b>		
Bachelor's degree in business, Finance/Accounting, Ministry, or a related field preferred (equivalent of Operations experience within a church may be acceptable)		
<b>EXPERIENCE</b>		
<ul style="list-style-type: none"> <li>5-10 Years of experience related to the requirements of this position</li> <li>Work history in executive and staff leadership is imperative for this role</li> <li>Prior experience in a large church is preferred</li> <li>Must have experience in strategic planning and implementation of development projects</li> <li>Must have experience in multi-faceted project management to include management of schedules, budgets, and project requirements</li> <li>Knowledge or experience in building expansion and construction is preferred</li> </ul>		
<b>SKILLS</b>		
<ul style="list-style-type: none"> <li>A vital and growing personal faith in Jesus Christ.</li> <li>Align with the vision, mission, and values of Church at Viera</li> <li>Exceptional organizational skills, able to prioritize and manage time well, with a particular emphasis on systems and attention to detail</li> <li>Team player that fosters a spirit of openness, participation, cooperation, communication, and unity among the various leadership Directors and Pastors of the church organization</li> <li>Demonstrated ability to anticipate problems and embrace and facilitate the problem-solving process</li> <li>Database experience a plus</li> </ul>		