

GLEN ELLYN BIBLE CHURCH

Job Description

POSITION TITLE: Director of Operations
CLASSIFICATION: Full-time/Salaried/Exempt

REPORTS TO: Senior Pastor
DEPARTMENT: Programming

JOB SUMMARY:

The Director of Operations (DO) will have primary responsibility for total church programming at Glen Ellyn Bible Church (GEBC), which includes management of all financial matters, human resources, buildings and grounds and the church calendar.

OBJECTIVES/PURPOSE: share in the disciple-making effort at GEBC by providing day-to-day operations oversight and management.

ESSENTIAL DUTIES/RESPONSIBILITIES:

Operations Management: The Director of Operations is responsible for the day-to-day operations of total church programming, including:

- **Financial oversight** – building and managing the church budget according to ministry philosophy and vision, monitoring cash flow, coaching departments on spending and account reconciliation, leading the annual financial review process, overseeing the Benevolence Ministry and pacing the fundraising efforts. These responsibilities are supported by the Business Administrator, who oversees accounts receivable, payable, payroll and generates all financial reports.
- **Human Resources** – implementing all church policies and procedures, including employee retirement, hiring/firing process, health insurance, vacation, sick leave and holiday hours. These responsibilities are supported by the Business Administrator, who oversees employee retirement, health insurance and payroll.
- **Building and Grounds / Church Calendar** – overseeing facility maintenance, repair, and room usage, the DO is responsible for building the annual ministry calendar and planning for the most efficient use of the building for ministry, which includes special services (e.g. memorial services and weddings). These responsibilities are supported by the Facilities Manager.

Staff Leadership: The Director of Operations is responsible for managing all operations staff, as well as sharing in the oversight and coaching of all other support staff.

- **Support Staff** – providing direct oversight to the church office receptionist, the Business Administrator, and Facilities Manager, as well as working with all departments (CM, SM, WM and AM) to manage effectively the utilization of all support staff, integrating departments and monitoring support staff hours and efficiency. Providing oversight to the support staff of the church includes managing the membership process and database in ACS.
- **Programming Staff** – managing the weekly staff meeting agendas, as well as quarterly prayer retreats for programming staff, the fall programming planning retreat, the spring all staff “play” retreat, and individual prayer days for programming staff.

- **Church Communication** – works with the worship department to maintain corporate messaging in the worship bulletin, website, emails and bulletin board.
-

QUALIFICATIONS:

Education/Certification	Bachelors required, graduate degree in either organizational management, finance or theology is preferred.
Required Knowledge	Experience in organizational leadership and business administration (MBA), with experience in new ministry development, ongoing ministry operation, policy and procedure development, strategic planning, team development and leadership coaching and mentoring. Knowledge in authoring, collaborating, and updating strategic plan documents that provide ministry direction, as well as managing resources, communication and operational efforts to create greater efficiency, effectiveness, and team clarity.
Experience Required	Minimum of five years experience in leadership, including responsibilities such as: budgeting, staff management and program development.
Skills/Abilities	Administration, organization, management and leadership skills requiring minimum supervision. Must be a team player with a passion for coaching and empowering staff while facilitating all aspects of ministry. Must be comfortable multi-tasking.