



JOB DESCRIPTION

Operations Director | BETHANY CHRISTIAN CHURCH

POSITION TITLE: Operations Director

EFFECTIVE/REVISED:

DEPARTMENT: Operations

REPORTS TO:

LOCATION: Central

Campus [Washington]

CATEGORY:

<input type="checkbox"/> EXECUTIVE	<input checked="" type="checkbox"/> DIRECTOR	<input type="checkbox"/> STAFF
<input type="checkbox"/> PASTOR	<input checked="" type="checkbox"/> MINISTER EXEMPT	<input type="checkbox"/> NON-MINISTER

OTHER _____

PAYROLL STATUS:

<input checked="" type="checkbox"/> FULL TIME	<input type="checkbox"/> PART TIME	<input type="checkbox"/> WEEKLY HOURS
<input checked="" type="checkbox"/> EXEMPT	<input checked="" type="checkbox"/> MINISTER EXEMPT	<input type="checkbox"/> NON-EXEMPT

01. Summary of Position:

The purpose of the Operations Director at Bethany Christian Church is to lead all campus Operations/Administrative Teams, including Facility, Administration, Finance, HR, and Security Teams. This leader is a champion for systems & structures that will support all ministry teams.

02. Duties and Responsibilities:

- Oversee day to day operational functions of the church organization
- Oversee, equip, and encourage multiple operation teams across campuses
- Manage strategic metric dashboard for Senior Leadership Team
- Work as a part of Bethany's Lead Team for cross functional strategy and planning

J O B D E S C R I P T I O N

Operations Director | BETHANY CHRISTIAN CHURCH

- All financial data, payables, receivable functions
- All facility upkeep, contractor support, and growth projects
- Collaborate and work constructively with all Ministry Teams to enhance ministry experience.

Perform other responsibilities as assigned by Direct Report. Bethany Christian Church reserves the right to change job duties at any time. This job description is not designed to cover every job requirement.

03. Requirements:

- Fully committed follower of Jesus Christ
- Champion of vision, values, and culture of Bethany Christian Church
- Strategic, problem solver, and self starting skill set
- Ability to work in harmony with other staff members
- Exceptional model of personal integrity and confidentiality
- Ability to convey a positive professional image
- Outstanding written and verbal communication skills and strong interpersonal abilities
- Commitment to learning and developing as a leader

04. Employment Understanding:

- Agreement to abide by Bethany Christian Church Ministry Team Handbook, Core Values and Beliefs.
- Agreement to conduct self on and off the job in such a way that would honor Jesus Christ and would demonstrate spiritual leadership and being a positive representative of Bethany Christian Church
- Attendance at Ministry Team meetings and department meetings is required
- This person will write semi-annual 6x6 goals ministry goals & action plans, with oversight of Direct Report
- During non-business hours he or she should be available for emergency work