



MILL CITY CHURCH JOB DESCRIPTION

TITLE:	Operations Manager
REPORTS TO:	Lead Pastor
RELATES COLLABORATIVELY WITH:	Mill City Staff
COMPENSATION:	40-45K salary, negotiable and based on experience
HOURS:	40 hours a week (Sunday 7am-4pm, M-TH 9-5, some evenings)
OBJECTIVE:	To manage the administrative details for Mill City Church community life, the Mill City Commons building and offer administrative support for Pastors.

QUALIFICATIONS:

- Actively maintain an intimate, personal relationship with Jesus Christ
- Embrace the mission, vision and values of Mill City Church
- Agreement with the statement of faith and Membership Covenant of Mill City Church
- Bachelor's degree required
- *Bookkeeping experience required*
- Ministry or nonprofit experience is preferred but not required
- Ability to communicate with diverse groups of people
- Demonstrated experience leading teams of people, coordinating events and managing programs
- A team player with a humble and teachable spirit
- Possess skills in the area of creating teams, training leaders and volunteers
- Ability to physically lift 30 pounds and be on their feet for multiple hours

RESPONSIBILITIES:

GENERAL:

- Pursue God personally and lead out of a dynamic relationship with God
- Pray for ministry, staff and community of Mill City Church
- Utilize technology and media tools integral to the ministry with proficiency (email, google docs, Slack, Planning center online, and Church community builder)
- Pursue high standards of integrity and communication in all relationships associated with position

BUILDING ADMINISTRATION

- Manage the operations, supplies and business systems of the Mill City Commons
- Manage relationships with full time tenants and room rentals and temporary contracts
- Manage the scheduling process for the Mill City Commons space use
- Direct facility management team (cleaning, lawn care, etc).

FINANCES

- Maintain accounting and budgeting processes
- Provide the Lead Pastor, Staff and designated Leadership Team members with accurate and current financial information.
- Processing of all purchase orders, disbursements, accounts payable and accounts receivable.
- Verify and deposit all offerings and receipts, including gifts of stock and non-financial gifts.
- Administrate payroll and other relevant documentation for approved new hires and/or salary changes

HUMAN RESOURCE & OPERATIONS

- In coordination with the Lead Pastor, manage the HR administrative details
- Develop and implement on-boarding process for new staff
- Check requests and Insurance
- Prepare and coordinate the church's response to liability and legal concerns
- Recommend updates to Staff Handbook

SUNDAY PRODUCTION

- Prepare and print Sunday programs
- Prepare and load slides for Sunday presentation

MONTHLY REPORTING

- Giving participation trends & budget updates
- Family life and equipping hour participation



- All church participation in groups and teams

COMMUNICATION

- Coordinate all church weekly emails
- Post weekly sermon podcast and description
- Oversee social media
- Coordinate Covenant Member emails and administration
- Training invitation and follow up communication
- Update Website

COMMUNITY LIFE

- Collaborate with Lead Pastor in welcome process and participate process
- Master use of Church Community Builder Database processes
- Oversee Sunday morning connections and hospitality
- Follow up with Sunday visitors or those who request information
- Assist in Covenant Membership process and meeting preparation
- Collaborate with Pastors in leading all church events

VOLUNTEER COORDINATION

- Recruit, train, and coordinate team members for the Crew Team, Welcome Team, and Event Teams.

PASTOR SUPPORT

- Provide additional administration support for pastors as needed

These responsibilities are a general overview of the job duties and may be changed or added to as the need may arise. This is a draft and may be amended based on the skills and abilities of applicants.