

Mariner's Bethel United Methodist Church
CHURCH OPERATIONS MANAGER (Final - June 2023)

Position Description

The Church Operations Manager (COM) is the part time operations manager for the Church campus, including but not limited to the Hope Center and cemetery. This position will work four full time days per week and be physically present on the church campus.

In this position the COM is responsible for the business systems focusing in the areas of finance, office operations, personnel, properties and facilities. The COM works collaboratively with Finance, Staff Parish Relations and Trustee Chairpersons to assure proper stewardship of funds, adherence to established personnel practices and maintenance of the physical assets of the church. The COM also serves as a non-voting, ex officio member to the Board of Trustees and to the Finance Committee. A representative from the SPRC serves as the liaison to the CBM.

Accountability

The COM reports directly to and is supervised by the Senior Pastor. An annual evaluation will include a work plan developed by the COM, with concurrence of the Senior Pastor, the Board of Trustees, Staff Parish Relations Committee and the Finance Committee for the forthcoming year. The work plan is used as the basis for planning and for performance evaluation.

Core Competencies

- **Ethical Behavior** – Exhibits high degree of ethical and moral attributes in the execution of his/her responsibilities
- **Organized** – Exhibits ability to self-manage his/herself in the daily operations of Mariners Bethel and also handle multiple tasks at the same time
- **Communication** – Exhibits ability to communicate verbal and written communications to the Finance Committee, Trustees, Staff Parish Relations and pastoral staff, along with volunteer constituents within the church
- **Technical** – Must have background in finance with a strong computer capability

Responsibilities

Responsible for maintaining the financial records and payment system of accounts of the Church. Manages accounts payable, analyzes budget variances and assists the Church's ministries in the development of annual budgets. Provides monthly financial reports in an accurate and timely manner. Financial reports are also provided at the request of committees and commissions.

Administers payroll and human resource policies and procedures assuring fairness, accuracy and, at a minimum, compliance with appropriate labor and tax laws

Establishes and maintains a system of personnel records that includes collecting time and effort data sheets for all staff, tracking vacation schedules and conducting background checks on prospective employees

Administers and manages the policies and procedures developed by the Board of Trustees for use of all properties and facilities. This would include, for example, establishing criteria for use of physical space, the coordination of room use schedules and the annual preparation of the capital budget

Administers and manages the maintenance program for facilities and properties developed by the Board of Trustees, which includes for example overseeing the maintenance and repair schedule, evaluating insurance needs, maintaining the property and equipment inventory and overseeing security of the buildings

Develops and brings forward to the Shepherding Council and Board of Trustees, policies and procedures to best utilize the Hope Center to serve the Mission Statement and Vision of Mariner's Bethel. This would include investigating and developing programs that are consistent with existing legal limitations of our tax status, bylaws and other founding/organizing documents.

Conducts contract process to procure goods and services purchased on behalf of the Church, as agreed to and directed by the Board of Trustees

Responsible for oversight of all internal and external communication of church activities. This would include, but not be limited to areas such as website content and support, social media, Planning Center, weekly newsletter and communication of community events.

Responsible for the implementation and administration of the Safe Sanctuary Policy of the church

Performs other duties as assigned by the Senior Pastor, including attending staff meetings

Reporting Relationships

Reporting to the COM would be the administrative assistants, Treasurer, Financial/Membership Secretary and custodial staff.

Qualifications

Bachelor's Degree Preferred but as a minimum an associate degree in accounting or related discipline, with five years experience in financial and staffing management, or equivalent experience, is required.

Prior experience in a similar church administrative, or non-profit organization, is desirable but not required

Knowledge of laws and regulations relevant to non-profit/religious organizations

Independent worker who is organized, demonstrates use of good judgment and requires minimal supervision

Ability to communicate effectively (in oral and written modes) with people of all ages and diverse backgrounds

Experience with computer systems administration and Church software (e.g. Microsoft Office, QuickBooks, tax program and membership database).

Must be a Bible believing, growing Christian with a clear sense of calling to serve Christ in a church environment.