

Mariner's Bethel Global Methodist Church

CHURCH OPERATIONS MANAGER

Position Description

The Church Operations Manager (COM) is the full-time operations manager for the Church campus, including but not limited to the Hope Center and cemetery. This position will work forty (40) hours per week and be physically present on the church campus. Working remotely on a limited basis as needed is permissible.

In this position, COM is responsible for the business systems focusing in the areas of finance, office operations, personnel, properties and facilities. The COM works collaboratively with Pastors, Staff, Church Council, 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 member of the Finance Committee, and as a non-voting, ex officio member to the Board of Trustees. The COM is Executive Director for the Church Council, responsible for ensuring the direction and tasks identified by the council are appropriately assigned and completed. A representative(s) from the SPRC will serve as the liaison to the COM.

Accountability

The COM reports directly to and is supervised by the Staff Parish Relations Committee Chair. An annual evaluation will include a work plan developed by the COM, in coordination with 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** – 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 and community organizations and persons who utilizes the facilities

- **Technical** – Must have background in finance with a strong computer capability

Responsibilities

Responsible, through oversight and supervision of the Financial Secretary and Treasurer, for maintaining the financial records and payment system of accounts of the Church. Manages accounts payable and analyzes budget variances. 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 ministries. COM will write checks in a limited capacity and communicate these checks to the outside bookkeeper in a timely manner.

Administers payroll and human resource policies and procedures assuring fairness, accuracy and, in compliance with applicable labor and tax laws.

Establishes and maintains a system of personnel records that includes collecting time and effort data sheets for all non-clergy staff, and tracking vacation schedules of all employees. COM will conduct background checks on prospective employees. With oversight of SPRC and Finance Committee, COM will manage salaries, benefits packages, hiring/exiting procedures, professional development and job descriptions.

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. Maintains all current insurance policies including but not limited to claims and payment of premiums.

Responsible for administering the policies and procedures to best utilize the Hope Center to serve the Mission Statement and Vision of Mariners Bethel. This would include assuring programs that are consistent with existing legal limitations of our tax status, bylaws and other founding/organizing documents.

As Executive Director of the church council, COM has the authority to sign and execute legal documents (i.e. tax, bank and insurance documents) as directed by the Church Council.

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 management 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. Also includes responsibility of all electronic equipment, including computers and sound equipment.

Responsible for the implementation, management and administration of the Ministry Safe Policy of the church, as drafted by the Mariners SPRC.

Will serve on other committees as assigned and required due to the nature of the COM position. Performs other duties as requested by the Senior Pastor, including attending staff meetings.

Reporting Relationships

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

Qualifications

Must be a Biblically grounded and continually growing disciple of Christ with a clear sense of calling to serve Christ in a church environment.

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

Prior experience in an organizational leadership/administration position. Non-profit organizational experience is desirable but not required.

Knowledge of laws and regulations relevant to financial management, personnel management and non-profit/religious organizations.

Independent worker who is organized, demonstrates use of good judgment and requires minimal supervision. Can operate in a senior leadership position. Be a team builder. Be flexible and coachable.

Champion of the vision, values and culture of MBGMC.

Ability to communicate effectively (oral and written) 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).

To apply, send resume and letter of interest to Cindy Hawkins, Administrative Assistant, at administrator@marinersbethel.org no later than September 30, 2026.

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