MARINERS' BETHEL GLOBAL METHODIST CHURCH

Church Operations Manager

Full-time | On-site | Ocean View, Delaware

Help support a thriving church community by keeping the people, systems, and facilities behind its ministries running smoothly. Mariners' Bethel seeks a capable, service-minded operations leader who combines financial expertise, sound judgment, and a collaborative spirit with a commitment to Christian ministry.

The opportunity

The Church Operations Manager oversees day-to-day business and administrative operations across the church campus, including the Hope Center and cemetery. This role works closely with pastors, staff, volunteers, and church leadership to steward resources responsibly and support effective ministry.

What you'll lead

- Financial stewardship: oversee records, accounts payable, payroll, budget support, variance analysis, and timely financial reporting.
- People and office operations: administer personnel processes and records, coordinate administrative workflows, and supervise designated office, financial, and custodial staff.
- Facilities and property: coordinate building use, maintenance, security, inventories, vendor contracts, and capital-budget planning under Trustees' policies.
- Communications and ministry support: oversee church communications and systems, support effective use of the Hope Center, and administer the church's Ministry Safe Policy.

What you bring

- Experience in financial and personnel management (five years or equivalent experience); an associate degree in accounting or a related field is the minimum educational qualification, with a bachelor's degree preferred.
- Strong organization, integrity, independent judgment, and clear communication with staff, volunteers, and church leaders.
- Proficiency with office and financial technology; familiarity with Microsoft Office, QuickBooks, and church management systems is valuable.
- Knowledge of relevant nonprofit or church requirements; church or nonprofit experience is helpful but not required.
- A growing Christian faith and a desire to serve Christ through the work of the church.

Leadership and accountability

The manager reports to the Staff Parish Relations Committee (SPRC) chairperson and designated members for supervision and employment matters; collaborates with the Senior Pastor on ministry priorities and staff coordination; and implements financial and property policies established by Finance, Trustees, and Church Council. The role serves as a nonvoting, ex officio participant on the Finance Committee and Board of Trustees.

Interested in serving?

We welcome inquiries from experienced professionals who want to apply their operational leadership skills in a mission-centered church environment. Application instructions and compensation details will be provided in the final posting.