

Director of Operations

First Christian Church, Decatur, IL

Purpose:

The Director of Operations must fulfill his or her duties with excellence and ministry appropriateness. This person is to direct the operations of First Christian Church which includes various duties of daily operations and facilities management. The Director of Operations should strive to enhance ministry through efficient operations, attention to detail and accuracy, and inter-departmental coordination. A professional business approach combined with a ministry mindset is expected. The Director of Operations must be prepared to direct and perform a variety of tasks.

The person filling the position at First Christian Church will be a vital part of the staff and leadership team, intentionally serving and ministering through administrative endeavors. He or she will work closely with the staff to achieve goals and directly oversee operations of FCC's building and properties. A professional approach and spiritual attitude are expected at all times.

Required Skills:

This individual will have accepted Christ as the leader and forgiver of his or her life. The candidate would ideally have business, administrative, and building management experience and/or education. A completed or in progress baccalaureate degree in a related field is desired. This person must be detail oriented, organized, and have a reputation of high integrity. He or she must be able to work in a multi-staff setting with other ministry professionals maintaining interpersonal and relational skills. He or she must demonstrate the ability to work as part of a team to accomplish ministry goals. His or her beliefs should coincide with the First Christian Church Statement of Faith.

As a member of the staff and the congregation, it is expected this person will continue their professional and spiritual development through appropriate classes, bible studies, involvement in small group ministries, and/or other means.

Additional Skills:

In addition to the required skills, experience or knowledge in the following areas are beneficial:

- Strong Biblical knowledge foundation
- Understanding of how Christianity can impact contemporary culture
- Ministry or church administration
- Building project management
- Information Technology
- Facilities maintenance and management

Essential Job Functions:

Leadership in various facility and operations aspects of First Christian Church including, but not limited to:

- Leading the Building/Grounds team and managing projects in FCC's building and additional properties (ministry houses and the Block House).
- Assuring the building and additional properties are functioning well and that maintenance and projects are being handled in a timely manner.

- Overseeing all contracts related to our properties (utilities, insurance, building services, care of grounds)
- Oversight of facility use in partnership with the front office.
- Research and purchasing of assets/inventory and supply controls.
- Enlist, direct, develop, and manage volunteers who serve on building and grounds team
- Explore, create, and implement new ideas in operations and building management, seeking methods, people, and activities that will enhance the church's operations and impact
- Point person for those residing in our ministry houses.
- Walk properties regularly looking for areas that need addressing.
- Special Projects: Building projects, Help with Easter/Christmas décor, special events/conferences.
- Additional tasks and projects as directed by the Executive Pastor
- Perform other work or job functions as required or requested

Additional Information:

This is a full-time position under the oversight of the Elders and Administrative Team of First Christian Church. This staff member reports directly to the Executive Pastor.

This job will primarily be M-Thu 8am-5pm with some weekend hours. These weekend hours can be negotiated with the applicant. There are occasional circumstances where this individual would need to be called in for building emergencies, but these would not be frequent.

Adherence to scripture as a guide for Christian lifestyles, behavior and respect for authority is expected.