

SARDIS PRESBYTERIAN CHURCH
DIRECTOR OF OPERATIONS
Position Description

About Sardis Presbyterian Church

Located in south Charlotte, NC, Sardis Presbyterian Church is an inclusive community of faith. We have a focus on serving others both in our community and throughout the world. We have two services weekly, one traditional and one contemporary, along with a strong small groups' ministry and growing youth program. Our hope is that whoever joins our staff will help as we continue to Explore Faith and Change Lives.

Position: **Director of Operations**

Position Overview:

The Director of Operations works to serve the church by being responsible for the administrative activities and daily operations of Sardis Presbyterian Church. This position is accountable to the Personnel Ministry and is supervised by the Senior Pastor. Duties include, but are not limited to, being responsible for budgeting and finances, information systems, risk management, human resources, facilities/property, office administration and communications. In addition, the Director of Operations will manage staff related to these responsibilities.

Core Requirements

- Love of God
- Bachelor's degree, preferably in Business Administration or Accounting
- Three years' experience in church or another related administrative position
- Ability to work well with people
- Excellent management and communication skills
- Ability to make decisions.
- An understanding of buildings and facilities a plus

Essential Responsibilities

- **Financial**
 - Executes the financial functions associated with the receipt of contributions, accounts payable, and payroll in accordance with approved controls and procedures.
 - Monitors and reports monthly and annual financial status along with reporting exceptions and trends to the Finance Ministry and Session
 - Oversees the annual budgeting process
 - Manages and maintains relationships with banks
- **Information Systems**
 - Manages computer operations and information systems and related vendors
 - Negotiates contracts and work with vendors.

- **Office Administration**
 - Oversees daily operations of the church office
 - Maintains, administers, and oversees compliance with all church policies and procedures
- **Property Supervision**
 - Maintains working knowledge of operational property activities associated with campus buildings, grounds, and communications
- **Personnel Management**
 - Supervises both the administrative and operations staff.
 - Maintains all personnel files in accordance with church policy as well as federal, state and local laws
 - Organizes the semiannual evaluation process including updating position descriptions
 - Works closely with the Personnel Ministry on issues including, but not limited to, staffing, labor and tax laws, compensation, and benefits coordination

Other Functions

- Serve as vice-president for the corporation
- Leads safety committee
- Serve as Staff Representative to the Administration Ministry, Finance Ministry, Personnel Ministry, Sardis Gift Trust Commission, and other ministries as needed.
- Attend staff meetings, Session meetings, and other meetings as needed.
- Perform other duties as requested

Other Information

- The Director of Operations cannot be a member of Sardis Presbyterian Church while employed in this position.
- Should be flexible for work hours and location as ministry meetings are in the evenings and currently there is a combination of work from home and the office, but this is subject to change.