

Position Title:	Operations Director	Ministry:	Senior Leadership
Supervisor Position Title:	Lead Pastor	Position Type:	Full-time/Exempt 40-50 hours

Job Description

Overview of role:

The Operations Director works with the Lead Pastor, Body of Elders, and church staff to execute Trinity’s mission, lead others, manage organizational teams, and ensure that our structure fosters a culture that makes disciples who make disciples. This role also provides leadership and oversees management of all building, operations and maintenance functions, and coordinates budget development for approval by the Body of Elders.

Essential Duties and Responsibilities:

The essential functions include, but are not limited to the following:

- **Discipleship**
 - Develop spiritual life through study, prayer, fellowship, and living a missional lifestyle.
 - Develop professionally on a continuing basis by attending conferences, reading relevant literature.
 - Put intentional missional lifestyle in line with our mission statement (rooted, growing, serving).
- **Strategic planning:**
 - Works with church staff and elders to create and implement strategic plans for the future of Trinity.
 - Evaluate data, determine discipleship metrics, and set goals in pursuit of Trinity’s mission.
 - Determine current/ongoing issues facing Trinity and strategic next steps.
 - Partner with Lead Pastor in planning and creating Trinity’s annual calendar.
- **Leadership**
 - Ensure effective communication and accountability processes within the staff and among leaders.
 - Oversee church operations for all aspects of the Trinity property, database, budgets, human resources, and financial management.
 - Facilitate weekly Trinity staff meetings.
 - Oversee the implementation of Trinity’s communications strategy.
 - Meet with leaders or members occasionally on evenings or weekends.
 - Meet regularly with ministry leaders to coach, develop, evaluate, and set goals.
 - **Coaching/Supervisory Roles:**
 - Business Manager
 - Facility Managers/Custodian
 - Communications Coordinator
 - Administrative Assistant

- Make sure that Trinity's financial plan aligns with its vision as assigned by Lead Pastor and Body of Elders.
- Coordinate on legal matters as assigned by Lead Pastor and Body of Elders.
- Provide oversight for safety protocols such as background checks, insurance, and liabilities.

Minimum Qualifications (Knowledge, Skills, and Abilities):

- Education and/or Experience (must have one or more of the following):
 - Bachelor's Degree (B.A. or B.S.) preferred
 - 5 years supervisory and operations experience
 - Equivalent combination of education and experience

Communication Skills:

- Ability to communicate professionally in both verbal and written form, possess strong problem solving skills, and have experience leading and managing others.
- (Recommended) Experience with Planning Center software, Trinity's database system

Licenses, Registrations, and Certificates:

- Current Driver's License
- Ability to pass a background check

Spiritual Requirements:

- Become a member of Trinity and have regular involvement in activities and events
- A passion for seeing people become devoted followers of Jesus who want to reach those far from God and make disciples.
- Ability to discern how God is leading (both collectively and individually) and do what He says.
- A commitment to the mission and vision of Trinity
- Signed acknowledgement of Trinity's Statement of Faith, Bylaws, and Staff Lifestyle Agreement
- Signed acknowledgement of policies and procedures as stated in Trinity's employee handbook

Physical Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Has the ability to function independently. Possess the ability to speak. Has the physical ability to be able to lift up to 25 pounds (with or without assistance). This position also may require long periods of standing up and walking.

Employment At-Will:

All employees of Trinity Evangelical Church (TEC) are at-will; as such, they are free to resign at any time without reason. TEC, likewise, retains the right to terminate an employee's employment at any time, with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of TEC has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

Acknowledgment:

I have read and received a copy of my job description and at-will employment statement. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I also understand that the statements herein are intended to describe the general nature and level of work being performed by staff members and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of staff so classified. Therefore, the individual may perform other related tasks under the direction of their supervisor and/or the Board of Elders/Directors.

Employee Printed Name: _____ Date: _____

Employee Signature: _____

Supervisor Printed Name: _____ Date: _____

Supervisor Signature: _____

Last Updated By:	Kirk Patterson	Date/Time:	May 13, 2025
Signature:			