



Job Description

Position: Director of Operations

Reports to: Senior Pastor

Salary: Commensurate with experience

Classification: Full-Time, Exempt, Salaried, Ministerial Exception

Overview: The Director of Operations is a senior leadership role responsible for the strategic and day-to-day management of the church's operational infrastructure. This individual will oversee and align the administrative, financial, facility, human resources, and technology functions to support Journey's mission, vision, values, and beliefs. This role requires a strategic thinker with strong organizational skills, a heart for ministry and disciple making, and the ability to manage complex operations in a dynamic, faith-based environment.

Key Responsibilities

Strategic Leadership

- Serve as a member of the church's executive leadership team contributing to church's strategic planning, goal setting, effectiveness evaluation, decision-making, and process improvements
- Translate the church's vision into operational strategies and systems that support ministry effectiveness and growth
- Create and present Operations executive summaries for all Elder Board meetings
- Serve as Corporate Secretary by taking notes at all Elder Board meetings and keep record of all Elder Board decisions
- Perform other duties as assigned by the Senior Pastor

Financial Oversight

- Work with senior pastor and other key leaders to develop and manage the annual budget serving as the Church Treasurer
- Oversee financial reporting, audits, compliance protocols and standards, and maintenance of financial records and controls
- Oversee all financial operations, including contributions, accounts payable, payroll, and financial transactions

- Manage church bank accounts and any financial investments or funds

Human Resources

- Oversee salary and benefits administration in coordination with the Senior Pastor
- Oversee processes related to hiring, onboarding, performance management, and compliance with employment laws
- Cultivate a healthy workplace culture grounded in Journey's values and servant leadership

Technology & Systems

- Oversee the church's technology infrastructure, including networks, hardware, software, cybersecurity, backup protocols, and communication systems
- Manage vendor relationships for technology services and equipment
- Explore and implement new technologies to enhance church operations and ministry effectiveness as needed

Operational & Campus Management

- Manage and negotiate all vendor relationships, contracts, and service agreements
- Supervise facilities, maintenance, security/safety teams, and administrative support staff
- Ensure compliance with local, state, and federal regulations including safety codes
- Supervise the maintenance, security, scheduling, and usage of church buildings and grounds, ensuring safe, clean, functional, and welcoming spaces
- Oversee facility improvement projects, construction, renovations, or capital improvements in collaboration with church leadership and external vendors

Risk Management & Legal Compliance

- Oversee legal and compliance matters
- Develop and maintain emergency response and crisis management plans
- Oversee insurance coverage and claims management
- Ensure child protection policies and safety protocols are implemented and followed

Spiritual Leadership

- Personally growing as a disciple of Jesus

- Active, personal involvement in making and multiplying disciples of Jesus
- Able to present the Gospel and lead someone to faith in Jesus
- Able to pray for and with others as spiritual needs arise
- Able to educate and train others about Journey's basic beliefs and values

Key Qualifications

General Qualifications

- An active member of Journey Christian Church
- Alignment with the Journey's Statement of Faith and theological distinctives

Skills & Competencies

- Strong strategic thinking and analytical problem-solving abilities
- Excellent project management and organizational skills
- Proven financial management and budgeting expertise
- Outstanding communication and interpersonal skills (written and verbal)
- Proficiency in church management software, Microsoft Office Suite, and project management tools
- Knowledge of facilities management, construction, and vendor management
- Demonstrated experience managing multi-million dollar budgets
- Ability to maintain strict confidentiality

Personal Attributes

- High integrity and ethical standards
- Collaborative leadership style with ability to work effectively with diverse teams
- Adaptability and resilience in fast-paced, multi-priority environment
- Servant-hearted approach to ministry and operations and a desire to serve the local church

Physical Requirements

- Ability to walk extensively throughout church facilities, including rooftops, and campus grounds
- Occasional lifting of up to 50 pounds

Compensation & Benefits

- Competitive salary commensurate with experience and education
- Health, dental, and vision insurance

- Retirement plan with church matching contribution
- Paid time off and sabbatical opportunities
- Professional development and support
- Ministry housing allowance (if applicable)

How To Apply

Applications should be submitted via this [LINK](#) and include:

- Resume
- Cover Letter addressing:
 - Why you believe God may be leading you to this role
 - Your philosophy of Christ-centered education and discipleship
 - Your experience building or leading programs, teams, or ministries
- Statement of Faith (1–2 pages)
 - Including your understanding of Scripture, salvation, and discipleship
- References
 - At least three professional or ministry references
 - At least one reference familiar with your leadership

**All documents can be attached to the application linked above