

DIRECTOR OF OPERATIONS

REPORTS DIRECTLY TO: Sunrise Church Lead Pastor

TYPE OF POSITION: Full-Time

HOURS PER WEEK: 40 + volunteer hours*

**It is understood that like any committed member of the church body, the Director of Operations will give a normal number of volunteer hours to the church each week.*

WORKING HOURS:

- Flexible, based on some ministry needing to be done on evenings
- Regular attendance is required at all prayer meetings as well as all church-wide events
- Sunday morning requirement at gatherings
- Mandatory Sabbath day per week, consisting of a 24 hour period of rest from work related to all aspects of ministry
- Staff meetings
- Lead a Community Group

COMPENSATION: Negotiable based on experience and education, Extended Health Benefits, 5% matching contributions to Pension Plan, and paid vacation.

JOB DESCRIPTION:

This position is a full-time “Director of Operations” role focused on Sunrise Church’s mission of making missional disciples for the sake of the neighbourhood. This person will work closely with the Lead Pastor to lead the operational side of Sunrise Church through the creating of systems and procedures that will lead to the long-term health and sustainability of the church.

Additionally, the Director of Operations will give leadership to all Service Team members and, in time, operational staff.

EDUCATION AND EXPERIENCE

- Preference will be given to those who have formal theological training and/or education in organizational leadership.
- Previous experience working in a church is necessary.

RESPONSIBILITIES

Job Description

Strategic Operational Leadership & Systems Development

- **Systems & Procedures:** Design, implement, and maintain efficient operational systems, policies, and procedures that support Sunrise Church's mission and guarantee long-term organizational health and sustainability.
- **Strategic Collaboration:** Work in close partnership with the Lead Pastor to align day-to-day operations, strategic planning, and organizational goals with the broader missional vision.
- **Project Management:** Oversee major church initiatives and administrative workflows, ensuring projects are delivered on time and within budget.

Team Leadership & People Management

- **Service Team Oversight:** Provide direct leadership, coaching, and encouragement to all Service Team members, fostering a collaborative and healthy team culture.
- **Staff Development:** Oversee and manage administrative and operational staff (building out this team over time), including hiring, onboarding, and performance evaluations.
- **Volunteer Mobilization:** Equip and empower ministry leads and volunteer teams to execute operational tasks effectively, maximizing church-wide engagement.

Financial Management & Stewardship

- **Budgeting & Planning:** Partner with the Lead Pastor and Deacon of Finance to develop, manage, and monitor the annual operational budget.
- **Financial Oversight:** Ensure robust internal financial controls, accurate reporting, compliance, and responsible management of church resources, donations, and expenditures.
- **Contract Management:** Negotiate and manage contracts with external vendors, suppliers, and service providers to ensure cost-effective operations.

Facility Management & Administration

- **Facilities Management:** Work closely with our landlords to ensure the facility is suitable to the needs of Sunrise Church, rent is paid, and that a good working relationships is maintained.
- **Technology & Infrastructure:** Manage the church's operational infrastructure, including IT systems, data security, church management software, and communication tools.
- **Risk & Compliance:** Ensure compliance with local legal, health, safety, and insurance regulations, establishing risk management policies to protect the congregation and staff.

Job Description

ADDITIONAL RESPONSIBILITIES:

Contributing joyfully and sacrificially as a member of the Sunrise Church team, they will:

- Work constructively and collaboratively with the rest of the team. While we all have our own ministry focus, no ministry exists as a silo apart from the rest of the team. As such, we actively look to constructively contribute to the ministries of those we serve with.
- Take part in team strengthening outings and activities as required by the Lead Pastor.
- Commit to praying regularly for those who serve alongside you on staff.

ABOUT US

Sunrise Church is a neighbourhood church with a mission to make disciples for the glory of God and the good of our city. We are unapologetically centered on Jesus Christ. We are grounded in the authoritative Scriptures, and aim to glorify God by fulfilling the great commission in the context of our own city, and informed by church history.

We gather as a body of believers every Sunday to worship, hear from God's Word, and receive communion. We gather in smaller communities as Community Groups throughout the week for ongoing discipleship. We believe the church is called to God and then sent by God to be on mission. We live out that sent identity through a life of 24/7 worship in the everyday. We believe the gospel informs our vocational life, our family life, and our recreational life, and that there is no part of our lives that is not impacted by the in-breaking reality of the renewal of all things that has begun in the resurrection of Jesus.

Sunrise Church is reformed in soteriology, missional in ecclesiology, and complementarian in polity.

PERSONAL QUALIFICATIONS:

- Must be a follower of Jesus, having recognized and repented of personal sin and baptized as a sign of death to self and life in Jesus. Life must clearly demonstrate a high level of spiritual maturity.
- Must be growing in Christ-likeness demonstrating a commitment to a transformed life through the work of the Holy Spirit in spiritual disciplines such as, prayer, study, giving, fasting, solitude, confession, unity, worship, etc.
- Must have a clear sense of God's calling to ministry at Sunrise Church with much passion for the administrative and operational side of ministry.
- Ability to relate and work well with team members, whether staff or volunteer. Have a good attitude, contributing constructively to group discussion.
- Demonstrate a caring heart for others.

Job Description

- Willing to mop the floor.
- Must agree with Sunrise Church's Vision, Values, and Statement of Faith, understanding that the all areas of ministry do not stand alone but fit under the umbrella of Sunrise Church's vision and goals.
- Should be an enthusiastic and creative team leader who is willing to work with current staff and volunteers, with an eye to equipping others for ministry through ongoing discipleship.

**Sunrise Church is receiving applications until August 31st, 2026
Please send resume and cover letter to jake@christcitychurch.ca**