

JOB DESCRIPTION: Director of Operations

Christ Memorial Lutheran Church, Saint Louis, Missouri

2017

NATURE OF THE POSITION: The Director of Operations (DOO) helps to facilitate Christ Memorial Lutheran Church in its Loved + Sent mission to the Saint Louis community and beyond. The DOO is an administratively gifted and ministry-minded member of the Lutheran Church – Missouri Synod. This individual works closely with the Senior Pastor to administer the programs, systems, and operations that reflect the vision established by the Senior Pastor.

QUALIFICATIONS:

- Bachelor's degree required; advanced management and leadership credentialing preferred
- Ten years minimum experience including supervisory/management experience
- Organized, self-motivated, self-starter with above average communication skills
- Desire to work in a large, growing and progressive congregation in a team ministry setting

PROFILE: The work of the DOO will be consistently known by pastors, staff and church leaders for its graciousness, helpfulness and spirited leadership in the management of God's resources. This person will be known by the following traits:

- Passionate faith in Jesus Christ, and a love for reaching lost people.
- Commitment to personal spiritual growth and a healthy lifestyle.
- Commitment to our Loved+Sent vision.
- Commitment to a congregation that strives to be regional, relational, empowered, unified, and multi-generational.

RESPONSIBILITIES:

A. Strategy, Policy, and Planning

- Manage the development and maintenance of systems to accomplish the strategic direction of the church.
- Coach and mentor ministry leaders to ensure that the programs and ministries they lead are fully aligned with Christ Memorial's vision.
- Provide strategic direction and accountability for all mission platforms of the congregation (such as CMP, Health Center, CMCC, Crave Coffeehouse).
- Provide strategic direction for the structure and function of a multi-campus congregation.

B. Human Resources and Staff Management

- Oversee and supervise office and operations staff members in regards to vision alignment, teamwork, work integrity and performance.
- Interface with church leadership and staff to foster teamwork and effective alignment.
- Oversee hiring, performance reviews, compensation, and issue resolution for church staff.

C. Operations and Administration

- Provide leadership and oversight in the finance and accounting functions of the church.
- Oversee the planning and preparation of budgets, forecasts, and development of new ministry funding.
- Oversee facilities management, including maintenance, capital expenditures, and plans for future projects.

- Implement and oversee terms of tenant leases under the direction of church council.
- Coordinate the strategy for information technology and management information systems.
- Other duties as assigned by Senior Pastor.

ACCOUNTABILITY: Reports directly to the Senior Pastor

To submit an application, e-mail resume to info@cmstl.org with “Director of Operations” in the subject line.