Glen Mar United Methodist Church
Job Description

Operations Manager

The Glen Mar mission is to praise God, to make disciples, and to serve the world. Staff members are leaders called to be examples to the rest of the church and are held to higher standards. Staff members model the values of constructive, positive relationships, caring and courtesy for all persons, and humility as servant leaders. Staff sets the tone and pace and has a significant role in shaping the heart and character of the entire congregation. It is vital that we walk the path together by actively encouraging wholeness in personal, physical, emotional and spiritual health for each. Spiritually healthy leaders will produce a spiritually healthy church. To achieve these goals staff members are expected to pursue a disciplined lifestyle that is demonstrated by positive character and behavior, expectation and evidence of belief that God is alive and acts in today's world, and considered actions that conform to denominational standards of practice.

Position Summary:

- Oversee financial and facilities staff, execute day-to-day operations, and assist congregational leadership groups

Staff Leadership:

- Perform day-to-day supervision of finance, stewardship, endowment planning, communications, and facilities
- Develop staffing budget, as directed by SPRC and Finance Committees
- In consultation with the Pastors, coordinate the recruitment and hiring of staff (with the exception of Early Learning Center)
- Responsible for human resources/employment law compliance

Strategic Planning:

- Analyze proposed strategic initiatives as they relate to operational objectives

Financial Management:

- Oversee day to day financial matters of the church
- Coordinate with Finance Team, SPRC and Leadership Team to prepare annual budget, monitor finances, review status, spending trends and receipts
- Oversee administration of operation and capital campaigns
- Utilize resources such as Baltimore-Washington Conference, banks, suppliers, other churches, vendors and volunteers
- Monitor church credit status and rating

Church Governance and Policies:

- Ensure compliance with applicable laws and internal policies, recommend changes as needed
- Represent the church as its Resident Agent for receipt of official documents
- In conjunction with Lead Pastor/Pastor Designee and Chair of the ELC Board of Directors, assure operational support of the Early Learning Center
- Develops and oversees church policies including those required by the United Methodist Discipline

Facilities and Grounds:

- Coordinate with Trustees Team to ensure proper operations and maintenance of church facilities and equipment
- Oversee building services needs with preventive and proactive maintenance
- Identify and minimize potential liability as it pertains to operations and facilities

General Congregational Leadership:

- The Operations Manager position occasionally includes high visibility to the church membership and requires positive relationships with key leaders, church members, vendors, community leaders, and visitors to the church. It does not routinely include responsibilities for pastoral care or teaching, but those responsibilities may arise at times.

Other Responsibilities:

- As part of a cohesive staff team, the Operations Manager may be called upon to fulfill other responsibilities not specifically listed above, at the discretion of church leadership.

Qualifications:

- BA or BS degree in business management or related field with a minimum of 5 years work experience in management position(s), with at least 2 years in financial management or an equivalent combination of education and experience

Desired Skills:

- Excellent communication skills
- Training in management or finance
- Experience in MS Office (Word, Excel)
- Experience in building project and facilities management
- Ability to analyze and resolve problems collaboratively within a volunteer organization

Signatures:

_____ _____
Operations Manager Date

_____ _____
Lead Pastor Date