



Operations Director Kirk of the Hills (Tulsa, OK)

Kirk of the Hills is a unique expression of what God is doing in Tulsa, OK. The Kirk is a 1,000 member church connected with the Evangelical Presbyterian Church. We are intentionally multi-generational, having both a traditional and a modern worship service. We place a strong emphasis on worship, small group discipleship, serving, and mission opportunities locally and globally.

We are currently seeking someone to serve the church vocationally through managing our day-to-day operations. This person will serve as a team leader and work with the other team leaders on the executive leadership team. They will oversee all aspects of the church finances, operations, facility and grounds.

Interested candidates are encouraged to read the job description below and check out our church at www.thekirk.com to determine if this might be a place you would like to serve. You can apply at www.thekirk.com/jobs. If you have questions about the job or how to apply, please contact Tammy Gill, Human Resources Director, at tgill@thekirk.com or 918-494-7088.

Operations Director *Job Description*

This position reports to the Lead Pastor and serves on the executive leadership team. This team leader will supervise 4-6 director reports, each with staff serving on their teams.

PURPOSE

1. Provide oversight and supervision of all directors on the operations team: finance, facilities, communications, and HR. Our preschool director also reports to this position.
2. Establish and maintain good operating systems, processes, and procedures throughout the church. Ensure that strong internal controls are maintained in church finances.
3. Meet with Lead Pastor regularly regarding staff culture, staff issues, staff retreats and staff development.
4. Ensure that the operations team is working to effectively support the discipleship, family and worship ministry teams.
5. Provide leadership and support to The Kirk Session, personnel, finance, building/grounds and foundation committees. Attendance is required at these meetings.
6. Oversee the Facilities Director in managing maintenance and improvements to the facilities. Ensure that all contracts with service providers are reviewed annually.
7. Work closely with the finance committee regarding monthly operational issues and direct the annual commitment campaign.
8. Create and maintain a donor development/appreciation strategy.
9. Work with finance committee and staff to create annual budgets for The Kirk.

10. Provide leadership to the ministry areas throughout the year in maintaining their operating budgets.

ADDITIONAL FUNCTIONS and RESPONSIBILITIES

- Weekdays begin at 8:30am with prayer. Regular attendance is required.
- Participation in the overall life and mission of the church.
- Other duties as assigned by the Lead Pastor or Session (elders).

QUALIFICATIONS

- A well-grounded faith in Jesus Christ and beliefs and practices compatible with our theological tradition (The Evangelical Presbyterian Church)
[https://thekirk.com/beliefs.](https://thekirk.com/beliefs)
- Must agree to become a member of Kirk of the Hills.
- Bachelor's degree (in business preferred) and minimum of 5 years of experience in management.
- Must have experience with direct oversight of paid employees.
- Experience from church or business settings will be considered.
- Good organizational skills and time management.
- Strong management skills.
- Strong verbal and written skills.
- Ability to work weekends and evenings as required.

COMPENSATION

Salary will be commensurate with candidates experience and capabilities.