



OPERATIONS AND MISSION DIRECTOR

Approved October 28 by Session

JOB PURPOSE

Church of the Redeemer is an EPC church in Maryville, TN with an average attendance over 200, and a total congregation of almost 400. We are seeking an Operations and Mission Director with job responsibilities listed below.

INTERESTED APPLICANTS

Those interested in the position should send a resume and any other introductory materials (such as a cover letter) to Pastor Dave Strunk at dave@churchotr.com.

DUTIES AND RESPONSIBILITIES

- Management
 - This position will be the primary staff person to interact with the Session appointed Operations Committee.
 - Supervise the Office Administrator and have responsibility for all church wide communications including, but not limited to, the weekly church newsletter and quarterly and annual congregational reports.
 - Supervise the Office cleaning staff.
 - Supervise and maintain current information in the church's online filing system.
- Finance
 - Serve as the primary contact for the church's outside accounting firm.
 - Serve as the primary church contact for all local banking needs.
 - Oversee the church bank accounts and through deposits and account transfers maintain proper balances in each account.
 - Oversee the financial activities of the Deacon Benevolence Fund.
 - Work with the Operations Committee in preparing the annual church budget and any revisions that may be needed during the year.
 - Coordinate with the staff to ensure that all expenses are in line with the approved budget amounts.
 - Working with the Operations Committee, oversee the administration of the church's lease agreements including building maintenance and renewals.

- o Coordinate and accomplish church donations to foreign missions which often require wire transfers.
- Sunday Worship
 - o Work with all church volunteers who lead the various areas of our Sunday morning worship experience such as Ushers, Hospitality, Security, the AHS custodial staff, and the children's ministry as needed.
 - Includes the oversight of all worship supply needs including but not limited to: communion supplies
 - o Oversee the implementation of Planning Center as a churchwide approach to scheduling Sunday volunteer positions in his/her area of responsibility.
- HR
 - o Ensure that all new employees and any employee leaving our church process the proper paperwork such as W4 forms, confidentiality forms, etc.
 - o Coordinate any Personnel Policy issues with the Operations Committee.
 - o Working with the Operations Committee ensure that all job descriptions are kept current.
 - o Oversee the church employee benefit programs to ensure that all employees receive the benefits intended for their position.
 - o Ensure that payroll timesheets are submitted in a timely manner to our outside accountant.
 - o Be the staff resource person on all matters relating to contract employees.
- Insurance
 - o Be the primary contact person with the insurance agency providing insurance coverage to the church.
 - o Working with the Children's Ministry Director and Student Ministry Director to ensure 100% compliance with all child protection policies.
- Mission
 - o Be the staff person to coordinate the work of the Local and Global Mission Teams
 - o Build relationships with all mission groups supported by COTR and especially local mission groups.
 - o Working with the Local and Global Mission Teams, encourage opportunities for our congregation to become involved with local missions supported by our church.
 - o Oversee and execute Redeemer Serves
 - o Oversee the Mission budget
 - o Organize and execute the COTR annual Mission Sunday

QUALIFICATIONS

- Proven experience in office administrative functions including financial matters, HR, insurance, and general management is required.
- Discretion and professionalism in handling confidential and sensitive information.
- Good interpersonal skills and the ability to build relationships with co-workers.

- A proactive attitude with a problem-solving mindset.
- A high level of computer skills including experience with 3rd party software including Google Drive.
- In addition, knowledge and commitment to the concept of church mission work is needed.
- The person filling this position must be totally committed to serving the Lord Jesus Christ and the Core Values of COTR which are: Multiplying, Unifying, Depth, Connected, and Gospel Immersed.
- Finally, total agreement with the EPC Essentials of Faith as [found here](#).