

**Lakeshore St. Andrew's  
Presbyterian Church**

235 Amy Croft Drive  
Windsor, ON N9K 1C8  
519-979-8082



<b>Job title</b>	<i>Operations Manager – Full Time</i>	<b>Department</b>	<i>Office</i>
<b>Reports to</b>	<i>Senior Pastor and Session</i>	<b>Effective</b>	<i>June 2019</i>

**Church Overview**

We are a church of people who love Jesus and love each other. We exist to engage, equip and empower people to be wholehearted followers of Jesus Christ. We value community. Through social events, core courses, small groups and support groups, we do life together.

**Job Overview**

The Operations Manager oversees the operational requirements of the Church, manages church finances in conjunction with the Property and Finance committee, manages the office staff and provides support to the senior pastor.

**Duties and responsibilities**

The primary duties and responsibilities of the Operations Manager shall include, but not be limited to, the following:

- Oversee all aspects of the financial structure of the church, including incoming funds, disbursements, staff and ministry budgets, operational and building expenses, external financial obligations
- Work in conjunction with the Bookkeeper and Property & Finance committee to maintain cash flow, receipts, deposits, disbursements, proper financial record keeping, budget, and reports all with a mind for good stewardship of resources
- Responsible for ensuring financial compliance and reporting: internal (Session), external (CRA, municipal, charitable), and denominational (PCC)
- Develop, implement and maintain church and office policies and procedures, in conjunction with the Human Resource committee
- Manage ongoing and day to day operations of the office
- Supervise and direct non-ministry staff, lead weekly staff meetings, and maintain personnel practices including performance evaluations, job descriptions, and record maintenance
- Responsible for office equipment, property and equipment inventory, insurance

- Oversee communication practices – including website, social media, signage, marketing, internal church correspondence, questions and concerns
- All other job duties as required in the execution of this role

## Qualifications

The minimum education and experience qualifications necessary for someone to be considered for the position include:

- Minimum Bachelor's Degree in Organizational Leadership, Business Administration or Commerce, or significant experience in progressive leadership in the context of a church organization with demonstrated success
- Minimum 7 years' experience in a senior management office position
- Exceptional proficiency in Word, Excel, Publisher, Power Point, Fellowship One
- Familiar with social media outlets
- IT knowledge and skills an asset

Candidates shall possess the following characteristics and abilities necessary for this position:

- A Holy Spirit-led person with a clear testimony of seeking after God and living a life according to Biblical principles
- Committed to modeling a servant leadership style
- Highly motivated with a commitment to excellence
- People focused and results oriented
- Strong organizational and administrative abilities
- Demonstrated ability to conceive and implement effective corporate operating processes and procedures (i.e. a systems thinker)

## Job Specifications

- Full-Time Position (ie. Tuesday through Friday, plus Sunday)
- Monthly Session meeting
- Monthly Property & Finance meeting
- Human Resource meeting, as necessary
- Salary commensurate with education and experience

## Direct Reports

Positions to be supervised by the Operations Manager:

- Office Administrator
- Bookkeeper
- Maintenance Leader
- Technical Leader

