

JOB DESCRIPTION

Operations Manager

TRINITY PRESBYTERIAN CHURCH
5533 North 16th Street, Arlington, VA 22005
Approved September 25, 2024

This is a full-time, in-person, salaried exempt position (40 hours/week) with fringe benefits.

Trinity's mission is to CONNECT in meaningful ways, to GROW in our faith, to SERVE those in need, and to EXPERIENCE God's presence in our daily lives.

Reporting: This position reports to the Pastor / Head of Staff.

Need for Position: As a 450+ member church with many activities and a large building, Trinity has the need for a skilled Operations Manager who has responsibility for a wide range of church functions and operational areas that require attention, coordination, and management. The Operations Manager supports the mission of the church by performing centralized and complex operational tasks and exercising independent judgment and decision-making to relieve the Pastor of administrative details. In this role, you will be responsible for coordinating closely with the Pastor and other staff to clearly communicate priorities that balance accomplishing both day-to-day administrative requirements and the operational needs of the church.

The Operations Manager connects with every aspect of the life of the church from the website and bulletins, to managing and coordinating with staff, and leading day-to-day church operations. Leadership, organization, and communication skills are important for coordinating and working with ordained and non-ordained staff and volunteers who go about the business of our church. It is expected that there will be coverage of the office desk during the hours the office is open. As the "first face of Trinity" for many who come into the office, it is important for the incumbent to project the Christian virtues of hospitality, genuine concern, helpfulness, and kindness to all with whom they interact.

Position Responsibilities:

Operational Oversight and Management (45%)

- Supervision
 - In conjunction with the cognizant Officer or Ministry Chair, supervise the attendance and time reporting of:
 - Facilities Manager (tasks assigned by the Facilities Chair)
 - Bookkeeper (tasks assigned by the Treasurer)
 - Audio/Visual Technician (tasks assigned by the Worship and Ministry Chair)
 - Office volunteers

- Human Resources
 - Recruit, obtain background checks and reference checks, advertise for, and welcome new staff once position description is approved by Admin committee...
 - Manage contract and communication with the payroll company
 - Approve time sheets and submit payroll
 - Secure and maintain personnel records
 - Implement annual performance evaluations of staff reports with input from appropriate ministries.

- Finances and Insurance
 - Manage expense voucher approval process as outlined in the Operations Manual
 - Authorize payment of bills
 - Coordinate with the Administration Committee on annual property insurance renewals

- IT
 - Maintain hardware and software inventories
 - Manage software subscriptions and Google suite.
 - Coordinate with the Director of Spiritual Formation to ensure that the ChurchTrac database and website are up to date; responsible for updating visitor and new member information.
 - Maintain contract for and implement changes to our website

- Administration
 - Administer equipment and other contracts
 - Order office and worship supplies, ranging from pencils and toner to poinsettias, candles, advent greens, etc.
 - Maintain and manage voicemail
 - Arrange for printing as required (pew cards, bulletins, directory, etc.)
 - Manage the filing and document storage system.
 - Administer the church wide online calendar
 - Attend staff meetings

Communications (40%)

- Prepare, edit, and produce weekly bulletins, both electronic and printed, for all worship services in an accurate and timely manner, including appropriate and timely announcements
- Provide back-up or other support for preparation of worship slides for both contemporary and traditional services, as requested.
- Recruit and coordinate volunteers to sign-up for worship and other special event activities such as liturgy reading, moment for mission, ushers, slide runner, Advent/Good Friday readers, etc.
- Prepare and publish the weekly “e-news” in a timely and accurate manner, editing announcements to fit the format. Maintain a list of recipients and their e-mail addresses.
- Maintain and expand the Trinity Website, including:
 - Posting newsletters; producing and posting weekly sermon podcast
 - Keeping the church calendar up to date
 - Reflecting congregational life in the pages of the website

- Posting sermons and other weekly updates
- Assist in the revision and publication of promotional material such as:
 - Flyers for Preschool parents at different times of the year
 - Pamphlets for the welcome table
 - Flyers advertising specific events
- Identify and develop other means of communicating activities of the church and to promote awareness of the church in the community (e.g. blogs, social networks, community newsletters, school publications, etc.)
- Support the Outreach Ministry by:
 - Providing data analytics from Church-Trac membership database
 - Assisting in publication of events in local media
 - Keeping the church sign updated
 - Working with the Facilities Manager to maintain the church lawn banner
 - Maintaining the welcome message on the phone system

General Church/Office Presence (10%)

- Lead and oversee, in an efficient and organized manner, the day-to-day office administrative tasks, while also balancing and prioritizing the operational needs of the church.
- Ensure the desk is covered during office hours M-F (required)
- Onsite support on Sunday morning's (preferred)
- Answer questions from congregants or visitors
- Send and receive/sort mail and packages
- Screen requests for help and refer to pastor as appropriate

Other duties as may be assigned from time to time (5%)