The Historic
ST. JAMES MISSIONARY BAPTIST CHURCH
Build. Develop. Win.
For the Kingdom

Reverend Curtiss P. Smith, Pastor

Job Description: Director of Church Operations

Overview and Purpose of Position:

The Minister of Operations should be dedicated to advance the work of the church by using their talents and experience in the areas of Operations and Communications. They will serve to carry out the vision of St. James Missionary Baptist Church, both directly and through others. They will be responsible to initiate, coordinate, and manage the strategic operations and solutions delivery that lead to excellence in ministry.

Skills, Strengths, Gifts, Traits, Experience:

- Experience of, at minimum, 10 years in leadership positions in secular or Christian settings, with specific experience in operations, management and people development.
- Skills include the ability to lead, to think conceptually as well as in specifics, to negotiate well with diverse groups of people, to write and speak clearly, to organize well and to make good things happen.
- Ability to work well in a team consisting of the staff and lay leadership of the church, and ability to establish and maintain good relationships with the congregation at large.
- Demonstrated ability to work independently while supervising others and maintaining efficiency, high morale and a strong teamwork ethic.
- Must possess solid time management skills and organizational abilities. The ability to coordinate several activities at once and to quickly analyze and resolve specific problems is important.
- The ideal candidate should be creative, detail oriented, flexible, and decisive with the ability to organize and coordinate work, set priorities, and motivate others.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, Publisher).
- Teachable, with a desire to grow in faith, talents, and abilities.
- Must be a Christian and a member of St. James Missionary Baptist Church.
- Has a growing walk with Christ, which is exemplified by a life of obedience.
- Demonstrated heart for faith-based service.
- A person of integrity, diplomacy and discretion.
- Must have a record of proven performance.

MAJOR FOCUS and RESPONSIBILITIES:

Operational Responsibilities:

- Meet on a regular basis with the team under their direction to provide support, encouragement, training, accountability and direction for their ministries.
- Develops budgets and works within those guidelines while establishing goals and implementing strategies.
- Responsible for all ministry budgets for their team. Will hold team members accountable for the development and management of their individual and team budgets.
- Responsible for working with each staff member on team to maintain a balanced work schedule, and to ensure that work is being completed in a timely and professional manner.
- Meet regularly with the Pastor to apprise him of status of church operations and team activities.
- Act as Strategic Solutions Delivery Specialist in consulting with all areas of ministry.
- Manage church financials and ensuring regular communication with department heads on budgetary challenges (Managing church Profit and Loss Statements)
- Facilitate the development and manage new programs that require government funding (grants) such as after school and summer enrichment programs
- Support the Senior Pastor in the accomplishment of the church's mission through ministry effectiveness evaluation, discernment, decision making, and planning.
- Lead the ministry teams in the establishment and ongoing direction of ministries that effectively reach the church's demographic, ensuring the accomplishment of the overall mission.
- Facilitate the annual strategic planning process including evaluation of ministry performance; review of mission, vision, and core values; development of key objectives and tactics; and establishment of three-year goals.
- Establish and maintain a set of key performance measures (KPMs) that provide the Senior Pastor and church staff/leadership with ongoing visibility of the effectiveness of all functional areas of the church.
- Must be actively engage in being chief problem solver with ministries
- Must be proactive with ministries to ensure that the vision and mission is not lost in programming
- Must direct leadership development for ministry teams in their overall development and growth

Communications Responsibilities:

- Provide leadership and management in the area of external/internal communications and marketing through print and electronic means.
- External Communications includes but is not limited to the effective use of print, direct mail, and web. In essence, this speaks to the 'marketing' of St. James Missionary Baptist Church through effective positioning and branding within the community, nation and world.
- Internal Communications includes but is not limited to the ongoing improvement of communication between the St. James Staff and the St. James family on all available platforms.
- Oversee the design and management of the St. James web site and continue to seek new technologies and opportunities to improve the effectiveness of web-related communication with all ministries.
- Serve as creative/communications/marketing counsel for other ministries and as they seek to effectively brand and communicate. Ensure consistent branding.

Ministerial Responsibilities:

- Works with staff to identify and implement effective assimilation strategies.
- Oversees Assimilation Ministry and works with New Member and New Converts leaders for a better transition of new members into overall ministry
- Develop succession planning for every ministry team
- Other assignments as given (counseling sessions, lead meetings, program development)

Requirements:

- Licensed Minister (Ordained preferred)
- Bachelor's degree (Preferred: Management, Human Resources, Organizational Development)

Preferred:

- Master in Biblical Studies

If interested in applying for this position please send resume and cover letter to stjames@stjbc.org.