



# CHRIST MEMORIAL CHURCH

595 Graafschap Rd., Holland, MI 49423, 616-796-3370,  
[www.cmcholland.org](http://www.cmcholland.org)

Outfitting The Church To Influence The World

*"... to equip God's people for works of service, so that the body of Christ may be built up." (Ephesians 4:12)*

- Position Title:** Director of Operations
- Position Status:** Full-Time
- Reports to:** Vice President of Consistory (subject to change)
- Position focus:** Responsible and oversees all non-pastoral, non-ministry operations and staff.
- Works cooperatively:** All CMC Staff, Consistory, Lead Elders, Executive Committee, Finance Committee, and Human Resources Committee

## Primary Strengths Required:

- Character: Be a disciple of Jesus supporting the mission and vision of CMC. Be on time, dependable, trustworthy and honest.
- Chemistry: Embrace a team-based approach and show integrity and collaboration while exhibiting Christ-like leadership.

## Responsibilities

### A. Administration

1. Establish and review policies and procedures that provide a safe, effective, and efficient ministry setting for staff, volunteers, congregation, members, and guests.
2. Manage contracts with suppliers within Lead Elder guidelines (technology, building, grounds, etc.).
3. Ensure an effectively administered annual Nominating process that includes Consistory Orientation. Ensure that CMC is operating in compliance with all local, state, and federal guidelines for a non-profit organization.

### B. Human Resources

1. Maintain systems for Human Resources records and documentation ensuring compliance with legal and denominational regulations. This includes payroll, benefits, employee policies, performance reviews and recruitment.
2. Maintain compensation and benefits guidelines for staff positions.
3. Provide documented guidance to staff for interpersonal relationships with co-workers, volunteers, congregational members, and the community with and through policies approved by the Human Resources Committee.
4. Coordinate incoming and outgoing staff – on / off boarding documentation, announcements, orientation, first day experience utilizing best practices.

5. Lead a quarterly process of goal setting, coaching, and monitoring to accomplishing the established individual and ministry goals.
- C. Finance
1. Oversee all financial areas and staff of the church including accounting, budgeting, forecasting, analysis, reporting, audit, and compliance.
  2. Report to church leadership regularly and at request regarding any financial matters.
  3. Organize campaigns, as necessary.
- D. Facilities
1. Conduct ongoing analysis to support short-term and long-term facility needs.
  2. Maintain documented system for internal and external facility use, consistently apply policies.
  3. Support facilities management and staff by providing direction and solutions in day-to-day activities, special events, and future facility needs.
- E. Communication
1. Develop and maintain a Communication Plan that effectively and consistently provides method, identity, and messaging through a Communication Team, chartered by the Lead Elders that addresses the local church, community, and on-line audience.
  2. Manage all print and electronic media including the website, social media, email, and newsletter, providing an ongoing strategy to improve and maximize effectiveness.
  3. Determine strategy for systems, procedures, information management, security, and access, which fosters interaction and connection through alternative technologies.
- F. Technology
1. Manage the website and provide an ongoing strategy to improve and maximize this important communications platform.
  2. Develop and implement an information management infrastructure that supports database administration and networking.
  3. Determine strategy for systems, procedures, information management, security, and access that fosters interaction and connection through alternative technologies.

**Essential Skills and Training/Requirements:**

1. Bachelor business-oriented degree
2. At least 10 years of experience in business and managing staff.
3. Strong written and verbal communication skills
4. Microsoft 365

Resumes should be sent to [jobs@christmemorial.org](mailto:jobs@christmemorial.org)

Position Description current as of April 24, 2023.