



CHURCH OF THE SAVIOUR

Director of Operations – Job Description

[Church of the Saviour](#) is a nondenominational Christ-centered church of approximately 1,500 people in the Philadelphia suburb of Wayne, Pennsylvania. We are called by Jesus Christ to penetrate the lives of people in our community (and beyond) to the glory of God. We take the Great Commission and the Great Commandment seriously, and actively support local outreach & global missions. We have personally experienced the Good News of Jesus Christ and now count it both an extreme privilege and responsibility to be ministers of reconciliation to a lost and hurting world. We depend on the Holy Spirit to enable and empower us to fulfill God's plan for our lives and our church. We are certain that Christ is supreme in all things and know we are most fully alive and fulfilled when most fully glorifying the Lord.

The Director of Operations will be responsible for the overall leadership and direction of the church operations team, leading all functional areas to accomplish the church's mission. This includes strategic planning, finance, development, administration, communications, human resources, and operations.

The Director of Operations will report directly to the Senior Pastor and will collaborate with the Executive Pastor, and fellow staff members, to pursue the church's vision consistent with our mission, discipleship process, culture, and values. This ministry position is full-time, exempt, requires 45 to 55 hours per week, and will include but is not limited to the following essential job functions:

Primary Responsibilities

- Support the Senior Pastor and Executive Pastor in the accomplishment of the church's mission through ministry-effectiveness evaluation, discernment, decision-making, planning and overall direction of church staff.
- Lead the church staff to effectively reach and serve the church's demographic to accomplish its overall mission.
- Partner with the Senior Pastor and Executive Pastor, coordinate and lead staff meetings to promote clarity, movement, and alignment, and focus on Church of the Saviour's stated mission, discipleship process, culture, and values.
- Partner with the Senior Pastor and Executive Pastor to create a team-based environment.
- Facilitate the annual strategic-planning process.
- Establish and maintain a set of key performance measures that provide the Senior Pastor and church staff with ongoing visibility of the effectiveness of all functional areas of the church.
- Implement necessary processes to assure congregational health and efficiency in a large church setting.
- Ensure the church's operational readiness through leadership and oversight of the support staff performing duties in administration, finance, human resources, development, supply, and facilities management.
- Develop an annual congregational stewardship program based on ministry and facility plans.
- Lead hiring initiatives in cooperation with the Senior Pastor and Executive Pastor that are based on Church of the Saviour's strategy and fit.
- Ensure that staffing, facilities, finances, and programs are appropriately and effectively aligned to best meet the church's strategic goals.

- Ensure that appropriate processes, policies, controls, and oversight are in place to deliver on all financial, legal, and operating standards.

Core Competencies and Values

- A heart for God that is evidenced by proven character and a spiritual-mindedness that understands that “apart from Christ we can do nothing”.
- A person of integrity, authenticity, and transparency, marked by humility and a servant’s heart.
- A Spirit-led believer, growing in personal sanctification and motivated to increase in fruitfulness.
- A compassionate person who seeks to empathize and understand the hearts of others.
- A servant whose love for the gospel and heart for the lost is evident to others.
- Able to model, motivate, lead, and train others in Christian maturity.
- A biblically based approach of wise management in a church setting.
- Strong gifting in coaching S.M.A.R.T. goal development that is in keeping with the vision, mission, discipleship process, values, and culture of Church of the Saviour, and then the corresponding ability to evaluate success.
- Ability to establish and maintain appropriate standards for the accomplishment of ministry in a way that honors both God and people.
- Personal initiative and diligence that produces follow-through in tasks.
- Eager to minister in the ever-diversifying suburban Philadelphia “Main Line” setting
- Collaborates well in groups: valuing people, affirming diverse gifts, and compromising appropriately.
- Demonstrates commitment to the Church of the Saviour vision, mission, discipleship process, values, and team culture.
- Demonstrates passion for going above and beyond expectations.
- Is a leader of leaders – develops staff, volunteers, and lay leaders effectively.
- Demonstrates humility in words and actions.
- Works well with others; gives and receives feedback constructively and resolves conflict effectively.
- Displays flexibility and adaptability; able to pivot quickly and flourish in an ever-changing environment.
- Passion for reaching the nations both locally (international students and diaspora) and globally (Unreached People Groups), and making missions an integral part of the discipleship process.

Qualifications

- A personal and maturing relationship with the Lord Jesus Christ.
- A minimum five to ten years of experience at a church with an average attendance of 500 to 1000, or similar experience in a field or position that required compatible skills and character.
- Bachelor’s degree required and graduate degree preferred.
- Humble, hungry, and smart (i.e., EQ).
- Strong interpersonal skills – ability to communicate persuasively and compassionately both orally and in writing.
- If married, a strong marriage and family life that is visible to others.
- Prior experience leading and developing staff and volunteer leaders.
- Strong working knowledge of communications.
- Expertise in Human Resources.
- Proven track record in financial development and fundraising.
- Strong computer proficiency, specifically in Microsoft Office 365, Outlook, Word, Excel, and PowerPoint.
- Experience working in a multicultural environment preferred.
- Agreement with all aspects of [Church of the Saviour’s Statement of Faith](#).

- An ability and readiness to be an active member of Church of the Saviour through things like community group participation and tithing.

Schedule: Monday to Friday, Sunday

Average Hours/Week: 45 to 55

Status: Full Time, Exempt

Location: Church of the Saviour – Wayne, PA

Reports To: Senior Pastor

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of employees. Church of the Saviour Leadership reserves the right to revise the position, its job functions, minimum qualifications, and other aspects of the position in any way at any time.