

## Chief Operating Officer (COO)

While the Senior Pastor is the preaching and directional leader of the church, the Chief Operating Officer (COO) is the organizational leader. The person in this role manages the day-to-day operations of Gloria Dei and is the primary implementer of the strategic direction of the church, optimizing the church's financial and human resources.

The COO is a regular participant in Church Council meetings with voice, but not vote.

Specific duties include:

- 1. Staff and Program Development:** The COO serves as day-to-day supervisor of staff team leaders, clearly defining staff roles and areas of accountability, while leading in team building, strategizing, and developing structure and programs. Assist staff in their own discipleship with the intent of developing and maturing others in their discipleship. Assist in setting goals and budgets for each ministry team and team member. Ensure the achievement of goals through regular conversation and appraisals. Encourage teamwork, mutual support, respect, and open communication among all staff.
- 2. Operational Strategy & Execution:** Assist the Church Council, Senior Pastor, and ministry teams in projects, scheduling, developing, and implementing plans, goals, and vision. Implement the direction of the church as outlined by the Senior Pastor and Council. Assists in aligning ministry for mission: Constitution, Bylaws, Continuing Resolutions, Policies, Employee Handbook, Appraisal Systems.
- 3. Team Leader of the Ministry of Administration** As defined in the constitution of Gloria Dei, *The Ministry of Administration's mission is to manage the business operations of Gloria Dei Lutheran Church including the oversight of property, personnel and financial operations.*  
This is accomplished together with the Business & Facility Administrator, Custodial Staff, Office Staff, Admin Team Members, Senior Pastor, and Church Council. (See Constitution for more specifics)

### General Qualifications

- Loves Jesus and His Word
- Ability to juggle and accomplish multiple active projects at once
- Exemplary leadership and people management skills
- Holds a positive, growth mindset
- Puts people before problems

To apply please submit a cover letter and resume on the [Gloria Dei Employment page](#). For questions, please call Gloria Dei at 605-371-3737.