

# Director of Ministry Operations

## Summary:

The Director of Ministry Operations supports the ministry of Harvest Orthodox Presbyterian Church (OPC) by working with the pastors, elders, and ministry teams (e.g. Worship, Walk, Witness) to coordinate ministries across the congregation and to facilitate the execution of session-determined goals. The Director shall also manage non-ordained staff, work closely with support teams (e.g. Building & Grounds, Tech, etc.), oversee a communication strategy for the church, and provide support and encouragement to ministry leaders, including the pastors.

- Report to the Session
- Work with staff, ministry team leaders, elders, and trustees
- Weekly Commitment: 50 hours/week

## Responsibilities:

### **Provide Organizational Leadership to Staff Leadership Team**

- Facilitate coordination and a unified direction among the pastors
- Regularly attend Staff Leadership Team meetings
- Meet regularly with the pastors for prayer and mutual encouragement
- Organize ministry planning and sustainment activities with the pastors
- Organize the Session's annual reviews of the pastoral staff
- Support the pastoral staff in maintaining a healthy work-life balance

### **Manage the Non-Ordained Staff**

- Provide day-to-day direction and encouragement
- Coordinate responsibilities and assignments from the pastoral staff
- Organize annual performance reviews

### **Oversee Coordination of Ministry Teams**

- Ensure that Harvest is meeting session-determined ministry goals
- Coordinate and facilitate the efforts of ministry teams to meet ministry goals
- Chair the Walk Ministry Team
- Attend the meetings of the Worship and Witness Ministry Teams, as appropriate

### **Connect the Session with Support Teams**

- Liaise with the Board of Trustees
- Liaise with the Human Resources Committee
- Liaise between support teams (e.g. Building & Grounds, Human Resources Committee, Tech Committee, Safe Church, Security) and pastoral staff

### **Oversee Communication Strategy for Harvest**

- Develop and implement Harvest ministry communication principles
- Oversee the Harvest website, ensuring that content is up-to-date
- Oversee the work of the Communications Coordinator

### **Sessional Leadership and Other Ministry Opportunities**

- Draft and finalize session and congregational meeting agendas
- Serve on session committees (if ordained)
- Preach two times per year and at other area churches (if a teaching elder)
- As time and particular gifting permit, perform other pastoral duties outlined in OPC *Form of Government* VI, VII, VIII, and IX (if a teaching elder) and X (if a ruling elder)

### Core Competencies:

- Loves Christ and His Church
- Knows and subscribes to the Westminster Standards
- Preference given to someone ordained as a ruling elder or teaching elder (or ordainable)
- Experience working within an organization
- Practices spiritual disciplines to grow as a disciple of Christ and exhibits the fruit of the Spirit
- Committed to doing ministry by prayer
- Highly skilled in leadership and administration
- Disciplined and organized
- Clear in verbal and written communication
- Able to articulate and implement vision for different ministry areas
- Strategic thinker who is able to lead others to unite around and execute ministry strategy
- Highly skilled at working with and through others
- Able to recruit and energize others in ministry tasks
- Faithfully stewards giftedness of others
- Able to work well in a team setting
- Able to receive direction
- Experienced at developing others as God has gifted them
- Able to create a healthy, vibrant, volunteer culture

### Educational Requirement:

- Must possess a Bachelor's degree (or equivalent)

*Note: We also have need for some assistance in the areas of counseling and training/developing musicians. While our priority is to fill this position—with its focus on executive and administrative duties—we would be happy to discuss with candidates ways that this role description could be altered to support their use of gifts in counseling and music in this role.*