

McKernan Baptist Church

Operations Manager Role Description (Full-time)

At McKernan Baptist Church, our core desire is to be in right relationships, first with God, then with one another and with our neighbours. We desire to be a place for people that provides space to authentically explore and move deeper into a vital, life-changing relationship with Jesus Christ and experience an authentic Christ-centered community. We are a healthy, growing church with a cohesive pastoral team.

We are currently looking for a full-time Operations Manager to join this team.

As the Operations Manager working 37.5 hours per week (Monday – Friday), you will be responsible for executing and implementing the operational details of our church and the logistical tasks to further our church's vision and mission. You will manage finances, supervise staff, and work closely with various departments to ensure that all church activities and services are coordinated and executed with excellence.

You will bring experience managing budgets and personnel and excellent organizational and communication skills. A deep understanding of the needs and challenges of a faith-based organization would be an asset.

If you are passionate about working in a religious environment and possess the necessary skills and experience, we would love to hear from you.

Responsibilities:

- Supervise and manage church staff, including administrative personnel and volunteers.
- Work with the Senior Lead Team Pastor, or designate, to ensure godly budget management and assist in creating the annual budget for both the Church and the Daycare. Liaise with the Missions Team on the annual missions budget.
- Working with the Daycare Director, navigate and understand the funding stream, staffing needs and government requirements for daycare operations.
- Provide oversight and management to the human resources and fiscal responsibilities of both McKernan Baptist Church and McKernan Child Development Centre. Working with our HR consultant when required.
- Work with the church leadership team to develop and implement policies and procedures to enhance operations and promote growth.
- Provide oversight and management of IT for the organization. Work with the current IT Consultant to keep all equipment up-to-date and functioning as required.

Requirements:

- Bachelor's degree in business administration, finance, non-profit management, or a related field. Relevant experience would also be considered.
- Minimum of 5 years of experience in church administration or a related field.
- Experience in creating financial statements is an asset.
- Strong organizational and leadership skills.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively with church staff, volunteers, and members.
- Understanding of the legal and financial aspects of managing a church.
- Proficient in Microsoft Office and other relevant software programs.
- Demonstrated commitment to the Christian faith, the church's mission, and adherence to our Statement of Beliefs.

Please submit a cover letter and resume to terry@mckernanbaptist.ca by October 31, 2024.