

**First Presbyterian Church**  
**Wichita Falls, Texas**  
**Job Title: Director of Operations**  
**Reports to: Senior Pastor / Head of Staff**

First Presbyterian Church (FPC) was established in 1882 and in 1960 built a new church and is located across the street from Midwestern State University on Taft Blvd. in Wichita Falls, Texas. We are a member of ECO: Covenant Order of Evangelical Presbyterians and a congregation of approximately 300 members. Our church is first and foremost, a house of worship of God, but also needs to operate as a business. In order for that to be accomplished, we must employ a Director of Operations who is a person that reflects a strong Christian faith and is capable of maintaining discretion and confidentiality as well as other abilities and traits pertinent to the position.

**Position Overview:**

The Director of Operations (DOP) must have the knowledge and ability to encourage and support all church management to bring about a greater efficiency, collaboration, trust and transparency for the church. The DOP must see his/her role as participating in the mission and ministry of FPC. This requires a basic understanding of working with community partners, staff, committees, church members, and The Learning Center (TLC).

**POSITION TITLE:** Director of Operations

**JOB TYPE:** Full Time Exempt Status

**ACCOUNTABILITY:** Reports to the Senior Pastor/Head of Staff

**DIRECT REPORTS:** Office Staff, Finance Administrator, and the Custodial Staff.

**PURPOSE:** The Director of Operations furthers the vision of First Presbyterian Church (FPC) by providing management, coordination, and oversight of all business operations.

**RESPONSIBILITIES:** This position oversees and manages the day-to-day operations of the following areas:

**Office Administration:**

Oversee the day to day function of the Church Office, supervising and assisting the staff in carrying out those programs designated by the church leadership and pastoral staff. Office Management includes:

- Manages church office and staff as professionals and church members as volunteers
- Ensure appropriate equipment, supplies, policies, controls, and oversight are in place.

- Coordinate with FPC IT point of contact (POC) to ensure all telecommunications, computer and networking, including both hardware and software, are meeting church needs.
- Oversee records management system to include proper guidance for retention and retirement of both digital and paper documents.
- Ensure retention and safekeeping of key church documents, e.g., Articles of Incorporation, Bylaws, Property deed, Texas Registered Agent Filings, etc.
- Oversee church calendar, membership/covenant partner databases.
- Maintain and facilitate annual review process for FPC Policy and Procedures Manual.

**Human Resources:**

Maintain HR records, administer benefits and oversee payroll for Church Staff. Consult with the Personnel Committee Moderator and Senior Pastor if needed.

- Provide support to church staff on a daily basis in personnel matters.
- Maintain FPC Staff Handbook to ensure all information is current, compliant, and communicated effectively to all employees.
- In collaboration with the Personnel Committee, review, analyze, and develop HR programs to meet changing church needs.
- Oversee and administer payroll, benefit and other employment policies and procedures that comply with federal, state, and local labor laws and best practices.
- Manage recruitment, background check, hiring, on-boarding, discipline, off-boarding processes.
- Facilitate annual sexual misconduct/harassment, youth/child protection, skill and cross training for church staff, officers and volunteers.
- Work with FPC communications POC to enhance communication, coordination and processes across various FPC programs, functional areas and among staff and volunteers.
- Act as staff liaison to the Personnel Committee and attend meetings as necessary.

**Financial Administration:**

Ensure that the financial records are properly kept and the financial position is regularly reported to the Treasurer, Finance Committee, and the Session. Consult with the Finance Committee Moderator and attend meetings, as needed. Financial Administration responsibilities include:

- In coordination with the Finance Committee, manage all accounting and finance functions to include management oversight of church assets and investment portfolios.
- Supervise payroll processing with outside service providers for church and preschool staff.
- Develop annual budget in coordination with appropriate committees of the Session and assist preschool director in preparing preschool budget.
- Assist as needed in annual independent audit and stewardship campaigns.
- Implement internal controls to safeguard church assets and minimize financial risks.
- Prepare financial reports, forecasts, and analysis for presentation to church leaders.
- Act as liaison to the Finance Committee and attend meetings as necessary.

### **Property Management:**

Church facilities are cared for and made available according to the approved policy by the Session for building use. Responsibilities include:

- Administer policies and procedures concerning the use of all church property and facilities.
- Approve purchase of office supplies, kitchen and custodial supplies. Approves equipment and furniture purchases as required after consulting with appropriate Committee Moderators.
- Assist Property Committee with relationships and quotes with contractors, and others in building, remodeling, improving and equipping church building, playgrounds, and lawn maintenance. This includes, managing contracts and rental agreements and reporting to appropriate committees. Ensure compliance with church safety and inspections.
- Supervise maintenance and repair of physical properties, establish maintenance calendar, update and maintain property work orders, cost and labor records.
- Oversee the production of weekly schedules for custodians - special requests for setup and take downs, drink requests, work orders including extra costs and labor needs.
- Maintain inventory of property and equipment, including all computers, cameras and miscellaneous items purchased by the church.
- Participate with the Property Committee in monitoring and maintaining security of church property and grounds. Physical Safety for all who use and visit our campus is paramount.
- Identify risks to the church and review with the Senior Pastor, obtain advice on legal, business and tax matters for the church and ministers, as well as other duties requested by Senior Pastor, Session, Pastoral staff and Committee Moderators.
- Attend the Property Committee Meeting once a month.

### **QUALIFICATIONS:**

- A Christian who affirms the values, vision, and mission of FPC and is preferably active in a local church.
- Bachelor's degree in business administration, nonprofit management or related field, or equivalent experience.
- Prior experience in operations and management.
- Organizational leadership and problem solving skills.
- Strong oral and communication skills.
- Comprehensive knowledge of accounting and experience with financial management and budgeting.
- Familiarity with Human Resources (HR) and Property Management.
- Preferred proficiency with applicable church computer software and databases.

### **PHYSICAL REQUIREMENTS:**

Prolonged periods sitting at a desk working on a computer. Frequent periods of standing and walking around the building and grounds. Ability to perform light lifting (up to 15 lbs)

**BENEFITS:**

403b Retirement Plan, Health Insurance, Vision Insurance, Dental Insurance, Life Insurance, Disability Insurance, Reduction in TLC tuition (if needed)

SALARY:

\$62,000

**To Apply:**

Please submit a cover letter introducing yourself and explaining your fitness for the position.

Also include a resume. You can send all documents to [directorsearch@myfirstpres.org](mailto:directorsearch@myfirstpres.org).