



### **Operations Director**

Reports to: Senior Pastor

Part Time: 46 hours over two weeks. \*Overtime must be approved by the supervisor.

Time Off/Vacation: 10 days/35 hours per year.

Vision: Invite people to experience God and follow Jesus with their entire lives.

### **Values**

Leadership, Organization, Communication, Equipping, Creativity, Collaboration, Humble, Hungry, Smart

### **Responsibilities**

- Carry the vision for Operations at MBC.
- Lead the MBC Operations Team (Volunteer Coordinators, Facility Assistants).
- Shepherding your leadership team, and any volunteers without a direct leader.
- Oversee the volunteer: structure, recruiting, equipping, and care.
- Ensure stewardship of budget, building, and all other resources.
- Establish and maintain Community Partnerships
- Provide initial and ongoing equipping to Operations leaders and teams (Cleaning, Facility, Financial Team, Office Team, etc).
- Provide creative assistance to ministries, community partners, and events.
- Pursue personal growth in the specific areas of your ministry.
- Engage in the entire ministry of the church as an active contributor.
- Desire to serve with a multigenerational and multicultural mindset.
- Whatever it takes to accomplish the mission God has given us.

### **Personal Requirements**

- Actively pursue following Jesus with your entire lives.
- Meet the Biblical character requirements as found in 1 Timothy 3:1-7; Titus 1:6-9.
- Agree with and submit to MBC's mission, core values, doctrinal statement, leadership, and philosophy of ministry.

### **How**

- Work hours are flexible. With the expectation that a minimum of 18 hours per week be spent working on campus.
- Attend all required meetings. (Examples: Operations, Leadership, etc.)
- Lead quarterly meetings with your leadership team.
- Oversee semi-annual meetings with your entire ministry team.

### **Technology**

Quickbooks, Google Suite, Planning Center, Canva

### **Experience**

Leading Volunteer Teams, Working with Contracts and Vendors, Financial